



Job Description

Marin County Office of Education

Maintenance Technician

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Maintenance Technician is done for the purpose/s of providing custodial services and less complex maintenance tasks at assigned site; ensuring an attractive, sanitary, and safe environment for students, staff, and visitors; performing a variety of special cleaning operations and light maintenance; and assisting in preparing facilities for classroom activities and campus events.

This Job reports to Assigned Supervisor

Essential Functions

- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe, and attractive environment.
- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties.
- Performs summer maintenance, as needed (e.g. strip/wax floors, move furniture, deep cleaning, etc.) for the purpose of completing and/or facilitating maintenance projects.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkways, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Provides assistance to students and other site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution and safeguarding county property.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss, and/or potential liability.
- Supports a variety of general building needs, replenishes classroom and restroom supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial/maintenance activities.

Other Functions

- Participates in unit meetings, in-service trainings, and workshops for the purpose of gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and, adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of janitorial and sanitation cleaning; safe practices for use and storage of cleaning materials and disinfectants; methods and safe practices of recycling, composting, and groundskeeping; identification and segregation of designated materials (i.e. batteries, light bulbs, paint) for proper HAZMAT disposal; methods and practices of building security; safe work practices and procedures, including the use, storage, and care of cleaning materials and disinfectants, and proper lifting/moving of heavy objects; and, practices of least toxic exposure in the management of pests and weeds.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, (e.g. up to 60 pounds, etc.) some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, 15% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: No specific education level is required.

Education (Preferred): High School diploma or equivalent

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
DMV Pull Notice Enrollment

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date