



Job Description

Marin County Office of Education

Senior 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 Senior Maintenance Technician is done for the purpose/s of providing maintenance services; opening and maintaining facilities in safe operating condition; addressing immediate operational and/or safety concerns; providing skilled trade operations; and ensuring tools and materials are available at job site.

This Job reports to Assigned Supervisor

Essential Functions

- Builds or assembles a variety of items (e.g. partitions, furniture, cabinets, classroom or playground equipment, etc.) for the purpose of modifying and/or adapting facilities to accommodate specific needs.
- Coordinates with assigned lead, and/or supervisor, and other trades for the purpose of completing projects and work orders efficiently.
- Installs system component parts, classroom and office equipment, and facility components (e.g. plumbing, electrical, etc.) for the purpose of providing a safe and effective environment.
- Maintains vehicle, tools, and equipment for the purpose of ensuring availability in safe operating condition.
- Performs a variety of maintenance duties (e.g. setup meeting rooms, painting, janitorial, landscaping, waste/hazardous material handling, etc.) for the purpose of completing projects in a safe and efficient manner.
- Prepares site for daily operations (e.g. opening gates/doors, raising flags, turning on lights and heaters/air conditioning, etc.) for the purpose of ensuring facilities are operational, hazard free, and inviting.
- Prepares written and electronic materials (e.g. work order logs, repair status, inventory, preventative maintenance logs, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs and maintains a variety of building system components (e.g. plumbing, electrical, lighting, heating/ventilation, roof/gutters, doors/windows/locks, fences, playground equipment, etc.) for the purpose of ensuring a safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete required installations and/or repairs.
- Responds to emergencies during and after hours for the purpose of resolving immediate safety concerns and safeguarding county property.
- Supports solid waste, recycling, composting programs for the purpose of supporting and maximizing green waste efforts.

- Transports a variety of items, tools, equipment, and supplies (e.g. furniture, mail/package delivery, donation pick-ups, student meals, etc.) for the purpose of ensuring accurate deliveries and the availability of materials required at job site.

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, technical 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 skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: standard methods, materials, and tools used in carpentry, electrical, plumbing, groundskeeping, recycling/composting, and custodial trades; machine maintenance and repairs; building security; and safety practices and procedures, and care of cleaning materials, and disinfectants; identification and segregation of designated materials (i.e. batteries, light bulbs, paint) for proper HAZMAT disposal; least toxic practices in the management of pests and weeds; furniture installation specifications for earthquake safety; proper lifting techniques.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar 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; developing and maintaining effective working relationships; displaying mechanical aptitude; organizing/prioritizing tasks; dealing with frequent interruptions; working under time constraints; and maybe required some Saturday work is required for special events or vendor projects; available on-call; organizing tasks; working as part of a team; working extended hours; lifting 25-60 pounds; balancing on a ladder; Vision abilities required include close vision, color vision, and ability to adjust focus at a level sufficient for the performance of assigned duties.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on 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.) frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 15% walking, 80% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: Trade school or apprenticeship training.

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