

**SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission**

**CLASS SERIES TITLE: MAINTENANCE PERSON I/II
MAINTENANCE PERSON I/II - RESTRICTED**

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

To perform a variety of semi-skilled and skilled maintenance, alteration, and/or equipment repair work involved in the maintenance and repair of assigned buildings, pools, landscaping, and related equipment to include carpentry, painting, plumbing, electrical, concrete, and/or mechanical repair skills.

DISTINGUISHING CHARACTERISTICS

Maintenance Person I: This is the entry-level class in the Maintenance Person series. This class is distinguished from the Maintenance Person II by the performance of the more routine tasks and duties assigned to positions within the series including less complex construction, maintenance and repair duties. Employees in this class receive direct to general supervision within a framework of standard policies and procedures. This class provides responsible semi-skilled maintenance support requiring a basic knowledge of several areas of the building trades.

Maintenance Person II: This is the full journey level class within the Maintenance Person series. Employees in this class are distinguished from the Maintenance Person II by the performance of the full range of duties as assigned. Employees in this classification receive general to limited supervision within a framework of standard policies and procedures. This job class provides responsible skilled maintenance support requiring a journey level knowledge of several areas of the building trades.

ESSENTIAL AND TYPICAL DUTIES

These duties may apply to both the Maintenance Person I and Maintenance Person II classes in varying degrees of importance, frequency, and prioritization.

Performs general maintenance carpentry work in the alteration, repair, and maintenance of buildings, partitions, forms, cabinets, floors, roofs, doors, windows, screens, wood fixtures and furniture

Cleans, sands, seals, and otherwise prepares interior and exterior walls and surface for painting

Paints walls, ceilings, and trim using rollers, brush, or spray

Replaces ballasts and broken glass

Installs and makes routine repairs to electrical wiring, switches, outlets, fixtures, and motors

Maintains swimming pools to include replacing filters, maintenance of heating systems, circulation pump, and all valves and pumps and checks, monitors, and maintains appropriate chemical balance of water

Mixes, pours, and finishes concrete

Assists in the opening of classrooms, furniture layout, and delivery of classroom related equipment and supplies

Installs and makes emergency repairs and adjustments to plumbing fixtures and equipment including pipes, washers and gaskets, faucets, floats, and valves

Replaces door hinges, locks, and thresholds

Makes minor repairs to and monitors pressure boiler systems, and water and sewer lines

Maintains maintenance records and schedules

Performs welding work in repairing equipment, furniture, or fixtures

Directs non-maintenance personnel on assigned tasks

Lays floor/wall tiles and installs carpet

Maintains log of work completed and orders necessary supplies

Utilizes proper safety precautions related to all work performed

Picks up papers and debris; mows lawns, trims shrubs, rakes, sweeps, and vacuums grounds and walkways; replaces and installs sprinkler systems

Performs miscellaneous outdoor landscaping duties

Performs related duties as required.

EMPLOYMENT STANDARDS

Possession of:

A valid and appropriate California Drivers License

A driving record which meets the County Office of Education's insurance requirements

Knowledge of:

Proper methods, materials, tools, and equipment used in building and construction trades maintenance to include basic electrical, plumbing, heating, landscaping and carpentry repairs

The safe operation and usage of building trades tools and equipment

The safe handling of chlorine and acid for swimming pools

Ability to:

Read, write, and speak English sufficiently to successfully perform required duties

Safely use and operate a variety of hand tools, power tools, landscaping equipment and other equipment used in building and/or pool maintenance purposes

Understand and follow both oral and written directions

Perform basic mathematical computations using addition, subtraction, multiplication, and division

Learn basic computer skills

Maintain a work pace appropriate to given workload

Meet the physical requirements of the job

Establish and maintain effective work relationships with those contacted in the performance of required duties

TRAINING AND EXPERIENCE

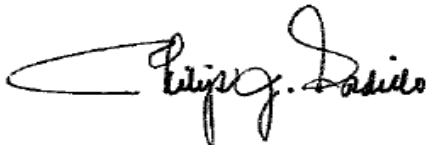
Maintenance Person I: Generally, the required knowledge and abilities will have been acquired during at least one-year experience in basic maintenance and repair work.

Maintenance Person II: Generally, the required knowledge and abilities will have been acquired during at least two years experience in general maintenance and repair work.

BARGAINING UNIT: Operations Support Services (OSS) Unit

WORK ENVIRONMENT: Indoor and outdoor work environment; subject to noise from equipment operation; regular exposure to fumes, dust and odors; subject to driving a vehicle to conduct work.

PHYSICAL DEMANDS: Lifting, carrying, and/or pushing objects up to **100 pounds**; dexterity of hands and fingers to operate a variety of specialized equipment, hand and power tools; seeing to observe needed and completed repairs; climbing ladders and working from heights; reaching overhead and horizontally to shelves and retrieve items in high places; standing for extending periods of time; bending at the waist.



2/17/2012

Philip J. Gordillo
Executive Director of Human Resources

Date

Personnel Commission Approval: 08/27/84
Revised: 07/08/85, 08/86; 05/22/03 (Added Restricted Class); 01/27/05; 06/12/08; 02/08/12