

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: MAINTENANCE PERSON - LEAD**

#### **BASIC FUNCTION:**

Under the direction of Supervisor – Maintenance and Operations, performs a variety of skilled and semi-skilled maintenance, alteration, or equipment repair work involved in the maintenance and repair of assigned buildings, pools, landscaping, and related equipment, including carpentry, painting, plumbing, electrical, concrete, or mechanical repair. Oversees, guides, organizes, and leads the work of individuals and teams of individuals within the maintenance and custodian classifications, trains maintenance and custodian employees and substitute employees on work procedures and standards. Promotes a culture of customer service and responsiveness, while ensuring that cleaning objectives, goals, policies, rules, guidelines, and operating procedures are observed, reinforced, and maintained in support of County Office goals and objectives. This position is designated as staff level.

#### **DISTINGUISHING CHARACTERISTICS:**

This class is designed to prepare incumbents for promotional opportunities into higher levels of employment. The incumbent is expected to consistently work independently with limited direction in carrying out assigned tasks in a fast-paced environment, which are subject to change into complex and situations, depending on unknown and quickly developing variables. The incumbent must be able to troubleshoot a variety of commonly occurring problems and calmly handle suddenly developing complex and potentially dangerous problems and situations. The incumbent is also expected to make recommendations for improvement regarding day-to-day operations, and to assist in guiding, training, and organizing the work of maintenance and custodian employees and substitutes.

#### **REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

#### **ESSENTIAL DUTIES:**

Performs and assists in overseeing the preparation of interior and exterior walls and surfaces 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; mixes, pours, and finishes concrete; lays floor/wall tiles and installs carpet; replaces door hinges, locks, and thresholds; performs welding work in repairing equipment, furniture, or fixtures.

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

Assists in reinforcing County Office of Education maintenance and cleanliness standards and expectations through modeling appropriate and professional behavior.

In a strategic customer-oriented manner, communicates with County Office of Education personnel, students, parents and others regarding maintenance related concerns and issues to provide outreach as a partner with the greater County Office of Education community.

Assists in organizing, overseeing, and assigning the work of maintenance and custodial employees; assists in training, monitoring, and guiding the work of assigned employees; assists in resolving routine and complex maintenance related problems, which may arise suddenly, be of an urgent nature, and require driving to multiple remote sites on a daily basis; assists in organizing and assigning tasks to non-maintenance personnel.

Installs, makes, and oversees emergency repairs and adjustments to plumbing fixtures and equipment including pipes, washers and gaskets, faucets, floats, and valves; makes minor repairs to and monitors pressure boiler systems, and water and sewer lines.

Maintains and assists in overseeing the maintenance of 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.

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

Maintains maintenance records and schedules; maintains log of work completed and orders necessary supplies; notifies management concerning the need for major repairs or additions.

Utilizes proper safety precautions related to all work performed; eliminates and/or reports safety, sanitary, and fire hazards to appropriate authority; acts a part of the emergency response team in the event of any maintenance related emergency, which may include electrical, water, or gas emergency, and may entail reporting to work outside of the normal work week or day, on weekends, or in the evening or night.

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.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Proper methods, materials, tools, and equipment used in building and construction, trades, and maintenance, including 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 successful 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.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Graduation from high school, and Three years of increasing complex and skilled maintenance experience in the following areas: carpentry, locks, heating and air conditioning units, painting, plumbing, electrical, concrete, and mechanical repair. Experience leading a team or work group is desirable and may afford preference.

**LICENSES AND OTHER REQUIREMENTS:**

A valid and appropriate California Driver's License.

A driving record that meets the insurance requirements of the County Office of Education.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment; exposure to variances in temperature, dust, chemicals, blood borne pathogens, wet and/or humid conditions; moving mechanical parts, work on ladders, fumes, or airborne particles, toxic, or caustic chemicals, and outside weather conditions; subject to noise from equipment operation environment is usually moderate.

**PHYSICAL DEMANDS:**

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 shelve and retrieve items in high places; standing for extending periods of time; bending at the waist; maneuver, and/or move up to 100 pounds.

Approved by Personnel Commission: February 8, 2017



Kristin Olson  
Director-Classified Personnel Services

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