

SANTA CRUZ COUNTY OFFICE OF EDUCATION

MAINTENANCE SPECIALIST

DEFINITION

Under general supervision, to perform a variety of duties involved in the maintenance and repair of assigned buildings and facilities; to perform a variety of semi-skilled work in several areas of the building trades including plumbing, electrical, carpentry, glazing, painting and HVAC.

SUPERVISION EXERCISED

Exercise no oversight over County Office staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Performs physical plant maintenance and makes minor plumbing, electrical, carpentry, HVAC, glazing, wall patching and painting repairs; conducts construction job walks as required. Performs preventative maintenance in above areas as needed.

Troubleshoots and makes necessary repairs; recommends outside, skilled-trades professionals where appropriate.

Performs and assists staff with various projects; classroom readiness and relocation of staff and teachers.

Constructs, modifies or assembles partitions, office and/or classroom equipment and furniture; moves, arranges and sets up office and/or classroom equipment, supplies and furniture; conducts inventory of equipment and furniture at site locations.

Operates necessary machines, hand and power tools and equipment. Keeps equipment clean and in operating order.

Assists in restoration and major cleaning of buildings and grounds.

Installs and removes playground and sports equipment.

Installs and/or repairs copper or plastic supply and drain lines, flushes valves, washers, faucets, drains, taps, toilets and sand traps; replaces door hinges, locks and thresholds.

Repairs leaks; mixes and pours cement; cleans roof gutters; inspects and services water systems and sewage storage tanks.

Inspect heating, ventilating and air conditioning systems as needed. Troubleshoots and performs minor systems maintenance and repairs, including controls, filters, belts, registers, motors and fans.

Diagnoses and performs basic electrical repairs including replacing light bulbs, ballasts, switches, fixtures, outlets, control equipment and electric motors.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Maintains and provides security at assigned locations; lock and unlock doors and gates; set security systems in assigned areas.

Inspects buildings and grounds for safety and security; report safety, sanitary and fire hazards to appropriate authority.

Identifies and reports building maintenance needs in assigned buildings and facilities.

Checks, replaces and delivers maintenance supplies.

Operates and performs minor repair and maintenance on cleaning, grounds keeping and maintenance equipment including vacuums, floor cleaning and polishing machines, carpet cleaners, chainsaws, lawnmowers and hand and power tools.

Performs work in adherence to safe work practices and procedures and in compliance with applicable standards.

Attends and participates in staff meetings and in-service activities; attends workshops, conferences and classes to increase professional knowledge.

Responds to call-backs in an emergency where required; respond to emergency cleanups such as spills and clogged drains; makes emergency plumbing repairs.

Observe, guide and monitor the work of Santa Cruz COE Maintenance Custodians when working together on a common project.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Methods, materials and equipment used in semi-skilled building maintenance work, custodial and, grounds.

Operational hazards and standard safety practices necessary in the area of assigned work.

Safe driving principles and practices.

Skill and ability to:

Operate a variety of building maintenance and grounds maintenance equipment.

Operate hand and power tools and equipment.

Operate a motor vehicle safely. Become trained and certified to operate a forklift.

Use a variety of building and grounds maintenance equipment and custodial supplies and materials safely, efficiently and effectively.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Interpret plans, diagrams, blueprints, sketches and specifications.

Work under supervision within a framework of standard policies and procedures.

Operate computers using basic programs for processing work orders, email and internet research.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education:

Equivalent to completion of the 12th grade. Formal or informal education or training which ensures the ability to perform essential duties. In addition, to read and write at a level necessary for successful job performance.

Experience:

Three years of experience in maintenance and repair of buildings and facilities with an emphasis on varied, semi-skilled trades work.

License or Certificate:

Possession of, or ability to obtain, an appropriate, a valid California driver's license and appropriate vehicle operation insurance; maintain a good driving record.

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following skills and work environment:

Physical agility to frequently and for possibly extended periods of time: Sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, reach overhead, grasp, push, pull and lift objects up to 50 lbs. Occasionally lift in excess of 50 lbs. with assistance.

Exposure to outdoors, confined work spaces, chemicals, dust, mechanical and electrical hazards.

See and read printed matter with or without visual aids, distinguish colors, read and understand written rules, policies and regulations, instructions, MSDS sheets and labels.

Availability to be on-call.

Approval Date: January, 2006

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