

San Diego County Office of Education
Personnel Commission
MAINTENANCE WORKER

Definition

Under general supervision, performs manual duties in the areas of custodial, general building maintenance and delivery work.

Typical Tasks

May perform any combination of the following: replaces defective ballasts; makes minor plumbing repairs; does exterior and interior painting, including graffiti abatement; lifts and/or moves boxes, furniture and equipment; makes minor repairs on office equipment, furniture, doors and closers; operates vehicle to transport materials to and from school sites and the County Office; loads and unloads materials at various locations; packs the materials to be delivered; assists in inventory of department storage areas; sweeps, scrubs, shampoos, and vacuums carpets and floors; dusts and polishes furniture and woodwork; strips and waxes floors; empties and cleans waste receptacles; washes windows and walls; polishes metal work; maintains equipment and material used in work; cleans restrooms, toilets, washbowls, urinals, and sinks; cleans up bodily fluids; keeps records of work performed and chemicals used; guards an assigned area against trespass, fire or malfunction of mechanical equipment; acts as part of emergency response team in case of electrical, water or gas emergency; performs related duties as assigned.

Minimum Qualifications:

Knowledge of: general facilities maintenance and repair techniques; cleaning procedures and techniques; efficient and safe loading and unloading techniques; basic inventory methods and general safety practices. Skill in the safe use of power and hand tools and motor vehicles. Ability to: communicate and follow oral and written instructions; complete assigned tasks in a safe and timely manner; maintain effective working relationships with those contacted in the course of work; keep and accurately maintain written records.

Working Conditions and Physical Abilities:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate equipment and perform assigned duties; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally to perform assigned tasks; lift and carry equipment and materials used in the course of work; climb ladders, bend, squat, kneel, stretch, twist, and work in confined and/or high areas.

Experience and Education:

A combination of education, training and experience which clearly demonstrates possession of the knowledge, skills and abilities detailed above. A typical qualifying background would include a minimum of one year experience performing general building maintenance and custodial work.

Licenses

A valid Class C California driver's license is required at the time of the appointment.

Established: 10/98

Revised: 9/02; 09/10

Approved by the Personnel
Commission:

October 23, 1998