

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MAINTENANCE WORKER I

RANGE: 16

BASIC FUNCTION:

Under the direction of the Supervisor, Maintenance & Operations, perform a variety of semi-skilled activities in the maintenance and repair of County Office facilities and equipment; pick up, move, transport, deliver, assemble and arrange various furniture, materials and equipment.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Worker I is the entry-level classification in the series. Incumbents work under general supervision and perform semi-skilled activities in support of various maintenance trades such as plumbing, electrical, carpentry, HVAC and landscaping. The Maintenance Worker II is the journey-level classification in the series. Incumbents work independently in the maintenance trades and perform skilled activities in the maintenance and repair of County Office facilities, utilities and equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of semi-skilled activities in the maintenance and repair of County Office facilities and equipment; assist with assuring facilities are maintained in safe operating condition.

Pick up, move, transport, deliver, assemble and arrange various furniture, materials and equipment; load and unload equipment and supplies; set-up rooms for meetings and other events as assigned.

Perform various tasks in areas such as plumbing, electrical, carpentry, HVAC and landscaping; repair, adjust and replace various parts, components and fixtures as needed.

Alter, repair or construct furniture and articles and structures of wood; maintain walls and patch holes as needed; apply paint to buildings and facilities as needed.

Perform minor plumbing duties; inspect and repair leaks, obstructions and general system failures in faucets, drinking fountains, toilets, urinals, sinks and various other fixtures.

Assist with maintaining electrical systems and fixtures; replace ballasts, light bulbs, fuses, circuits and other electrical components and equipment; trace out and install wiring and cabling as assigned.

Operate and maintain a variety of equipment including saws, drills and a variety of hand and power tools; drive a vehicle to conduct work.

Inspect facilities and equipment to determine maintenance and repair needs; perform preventive maintenance activities.

Identify, report and assist with resolving safety, sanitary and fire hazards as directed; refer major maintenance and repair needs to appropriate staff.

Work from oral and written instructions and work orders.

Monitor inventory levels of building maintenance supplies; assist with ordering, receiving and maintaining inventory of supplies.

Maintain routine records related to assigned activities; maintain record retrieval and retention system as directed.

Communicate with County Office personnel to exchange information and resolve issues or concerns.

Assist with custodial, warehouse and mailroom activities as needed.

Check generators and HVAC system chemicals to assure proper functioning.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard tools, equipment, materials, methods and techniques used in general maintenance and repair.

Operation and proper maintenance of tools, equipment and machinery used in the building trades.

Requirements of maintaining buildings and equipment in a safe, clean and orderly condition.

Preventive maintenance principles and practices.

Use of hand and power tools used in maintenance and repair.

Appropriate health and safety precautions and procedures.

Proper methods of storing equipment, materials and supplies.

Oral and written communication skills.

Basic record-keeping and filing techniques.

Proper lifting techniques.

ABILITY TO:

Perform a variety of semi-skilled activities in the maintenance and repair of County Office facilities and equipment.

Pick up, move, transport, deliver, assemble and arrange various furniture, materials and equipment.

Perform preventive maintenance activities.

Repair, adjust and replace various parts, components and fixtures as needed.

Observe health and safety regulations and procedures.

Operate and maintain hand and power tools and equipment.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Understand and follow oral and written instructions.
Maintain routine records related to work performed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years general maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes, dust, dirt, oil and grease.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of tools and equipment.
Seeing to perform maintenance duties.
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
Walking over rough or uneven surfaces.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Climbing ladders and working from heights.
Standing for extended periods of time.
Heavy physical labor.

HAZARDS:

Working around and with machinery having moving parts.
Working at heights.