

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MAINTENANCE WORKER II

RANGE: 19

BASIC FUNCTION:

Under the direction of the Supervisor, Maintenance and Operations, perform a variety of skilled activities in the maintenance and repair of County Office facilities, utilities and equipment including tasks in electrical work, plumbing, carpentry, HVAC, landscaping and painting.

DISTINGUISHING CHARACTERISTICS:

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. 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of skilled activities in the maintenance and repair of County Office facilities, utilities and equipment including tasks in electrical work, plumbing, carpentry, HVAC, landscaping and painting; assure facilities are maintained in safe and proper operating condition.

Repair minor electrical equipment and systems; install and replace light fixtures, ballasts, switches and other electrical accessories.

Repair and install structures of wood or related materials such as doors, partitions, counters, cabinets, shelving and furniture; repair and replace hardware; maintain drywall; repair floors, walls, ceilings and roofs as assigned.

Replace, maintain and repair faucets, drinking fountains, toilets, urinals, sinks, valves, pumps and other plumbing components and fixtures; inspect and repair leaks, obstructions and general system failures.

Oversee contracted repairs of heating, ventilation and air conditioning systems and equipment; make routine adjustments and perform preventive maintenance; diagnose malfunctions and determine repair needs.

Pick up, move, transport, deliver, assemble and arrange various furniture, materials and equipment; load and unload equipment and supplies.

Operate and maintain a variety of equipment such as drills, saws, sanders, grinders and various hand

November 2005

and power tools; drive a vehicle to conduct work.

Apply paint or other protective or decorative material to a variety of surfaces as assigned; prepare surfaces for painting; paint over graffiti as needed.

Monitor inventory levels of maintenance supplies and equipment; order, receive and maintain adequate inventory levels of maintenance supplies and equipment.

Maintain various records related to work orders, projects, cost estimates and assigned activities.

Assist with custodial, warehouse and mailroom activities as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, terminology and equipment used in the building maintenance trades including electrical work, plumbing, carpentry, HVAC and painting.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining facilities, utilities and equipment in good repair.

Operation of a wide variety of hand and power tools and equipment.

Shop math applicable to the building trades.

Applicable building codes, ordinances, fire regulations and safety precautions.

Preventive maintenance principles and practices.

Health and safety regulations and procedures.

Record-keeping techniques.

Oral and written communication skills.

Proper lifting techniques.

ABILITY TO:

Perform a variety of skilled activities in the maintenance and repair of County Office facilities, utilities and equipment including tasks in electrical work, plumbing, carpentry, HVAC, landscaping and painting.

Operate a wide variety of hand and power tools and equipment related to the building trades.

Organize and lay out work.

Inspect, troubleshoot, diagnose, maintain, repair and replace a variety of parts and equipment.

Work from sketches, diagrams, blueprints, plans and specifications.

Work independently with little direction.

Estimate material, equipment and supply needs.

Observe health and safety regulations.

Maintain records related to work performed.

Interpret, apply and explain applicable building codes, ordinances, fire regulations and safety precautions.

Understand and follow written and oral instructions.

Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, completion of an approved apprenticeship program and/or five (5) years experience in building maintenance and operations.

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.
Hearing and speaking to exchange information.
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.
Power saws and flying debris or nails.
Chemical fumes.
Electrical power supply and high voltage.