

Sonoma County Office of Education – Job Description

Classified

MAINTENANCE AND UTILITY GROUNDSKEEPER

Definition:

To perform a variety of semi-skilled and skilled work in several areas of the building trades, grounds-keeping, custodial functions and general cleaning, in order to repair and maintain buildings, equipment and facilities operated by the Sonoma County Office of Education and to perform related duties as assigned.

Distinguishing Characteristics:

Employees in this class perform basic duties in several specialized areas of the building trades and grounds-keeping to include carpentry, electrical and plumbing, pest control, custodial and landscape maintenance.

Supervision Exercised and Received:

Employees in this class receive general to limited supervision from the Director of Facilities, Operations & Maintenance or designee within a framework of standard policies and procedures.

Examples of Duties and Responsibilities:

Duties and responsibilities may include, but are not limited to, the following:

- Perform general janitorial and custodial functions at assigned site locations.
- Perform semi-skilled and skilled work in several areas of the building trades in order to maintain buildings and equipment at various locations operated by Sonoma County Office of Education.
- Maintain turf areas, including Integrated Pest Management (IPM) and weed control.
- Install and maintain landscaping and irrigation systems.
- Clean classrooms, restrooms, lunch rooms, offices and related facilities.
- Sweep, mop, strip, scrub, wax and polish concrete, vinyl tile and wood floors.
- Vacuum and shampoo rugs and carpets.
- Dust furniture; empty and clean trash receptacles.
- Clean walls, furniture, windows, woodwork, lockers and other equipment.
- Clean door and window glass and drinking fountains.
- Pick up paper and debris; rake, sweep and water grounds and clean walkways and entrances.
- Wash, scrub and disinfect restrooms.
- Lock and unlock doors and gates to ensure security of buildings, offices and related areas.
- Operate cleaning equipment such as vacuum, floor stripper, floor cleaning and polishing machines, etc.
- Replace light bulbs and makes minor repairs or adjustments as needed.
- Assist in the set up and arrangement of furniture and facilities for meetings and other special events upon request to include arranging chairs, desks, equipment, etc.
- Respond to emergency cleanups, such as spills.

- Perform basic grounds-keeping duties such as planting and trimming of grass, trees, flowers and shrubs, raking, pulling of weeds, blowing down site exterior and performing similar grounds work as required.
- Report safety, sanitary and/or fire hazards to supervisor and appropriate authority
- Drive to assigned areas and may make deliveries.
- Work in accordance with verbal and written instructions and works with supervisor or designee to prioritize assigned work requests.
- Diagnose, repair, install and maintain a variety of equipment and fixtures requiring carpentry, plumbing, electrical and other trades' skills.
- Install, repair and/or rebuild electrical fixtures, including replacing fuses, fixtures, switches and rewiring when necessary.
- Perform basic plumbing repairs such as replacing broken pipes, cleaning clogged drains, flushing sewer lines and replacing faucets, washers or gaskets.
- Assemble and repair furniture, toys and playground equipment.
- Replace door hinges, windows, locks and thresholds.
- Inspect heating, air conditioning and ventilating systems to ensure proper heat and air flow; checks room temperature and performs minor maintenance on HVAC systems.
- Service fans, filters, compressors, pumps and other equipment by oiling, greasing, packing and cleaning as required.
- Determine needed supplies and materials to complete work orders/projects and estimates cost of materials.
- Operate hand and power tools.
- Locate and repair minor roof leaks.
- Maintain service vehicle with gas, water and oil and refers major mechanical problems to appropriate source.
- Using the work order system, maintain a daily log of work completed, materials used, time spent, etc.
- Clean, maintain, and repair tools and equipment used in maintenance and operations.
- Make various types of deliveries and assists with the moving of furniture and equipment.
- Perform preventive maintenance and emergency repairs at all site locations.
- Maintain appropriate records, including records on the presence of asbestos.
- Perform related duties as assigned.

Employment Standards:

Knowledge of:

- Modern cleaning methods, materials, tools and equipment.
- Safe use and operation of equipment and chemicals used in janitorial and custodial work.
- Tools, methods, procedures and practices used in several of the building and construction trades to include electrical, plumbing and carpentry.
- Safe operation and usage of building trades, tools, and equipment.
- Principles of landscape design and irrigation systems.
- Integrated pest management.
- Safety Data Sheets (SDS) and how to use them.
- Personal Protection Devices (PPD) needed for each component of an assignment.

Ability to:

- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials and resources.
- Read and understand English at a level required to safely and completely perform job duties.

- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files.
- Effectively estimate the scope of work assignments and secure the necessary tools and materials to complete each assignment.
- Maintain an orderly work environment and perform tasks in prescribed and safe manner.
- Utilize Personal Protection Devices (PPD) needed for each component of an assignment.
- Work effectively both independently and as a part of a team-and maintain cooperative working relationships with those contacted during performance of job duties.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.
- Understand and apply principles, techniques and procedures required for effective job performance.
- Safely use and operate a variety of hand tools, power tools and equipment used for custodial, grounds and building maintenance purposes.
- Understand and follow oral and written instructions; communicate effectively in oral and written forms.
- Read and understand Safety Data Sheets (SDS).
- Understand safe work practices, including Bloodborne Pathogens and Asbestos Hazard Emergency Response Act (AHERA) requirements.
- Perform mathematical calculations using addition, subtraction, ratios, percentages, and multiplication necessary for successful job performance.
- Read and interpret sketches, blueprints and diagrams.
- Analyze and respond appropriately to emergency situations.
- Meet the physical requirements of the job.

Education and Experience:

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance, including reading and interpreting sketches, blueprints and diagrams.
- High school diploma or equivalent preferred.

Experience:

- Two (2) years of increasingly responsible work in the building and maintenance trades, including electrical, plumbing, carpentry,-landscape maintenance and custodial preferred.

Physical Demands:

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.

Note -Terms used in this section are defined as follows: Rarely: 1 to 10%; Occasionally: 11 to 33%; Frequently: 34 to 66%; and Continuously: 67 to 100% of the workday.

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| ● Sitting: | Rarely to Frequently |
| ● Standing/Walking: | Continuously |
| ● Waist Bending: | Frequently |
| ● Neck Bending: | Frequently to Continuously |
| ● Squatting: | Occasionally |
| ● Climbing: | Occasionally |
| ● Kneeling: | Occasionally |
| ● Crawling: | Rarely |

- Neck Twisting: Occasionally to Frequently
- Waist Twisting: Occasionally to Frequently
- Pushing/Pulling: Frequently – up to 100 lbs. at a time and up to 500 lbs. at a time to move large pieces of equipment or machinery on dolly

- Reaching:
 - Above Shoulder: Occasionally
 - Below Shoulder: Frequently to Continuously
- Lifting/Carrying:
 - 0-10 lbs: Frequently to Continuously – weights carried up to 100 yards at a time
 - 11-25 lbs: Rarely to Occasionally – weights carried up to 150 feet at a time
 - 26-50 lbs: Occasionally to Frequently – weights carried up to 150 feet at a time
 - 51-75 lbs: Rarely to Frequently – weights carried up to 100 feet at a time
 - 76-100 lbs: Rarely – weights carried several feet at a time; other employees or golf cart/dolly available at most job sites for this heavier lifting up to 130 lbs. to move composite material sheets, cement bags, or door.
- Hand Activities:
 - Repetitive Hand Use: Frequently to Continuously
 - Simple Grasping: Frequently to Continuously
 - Power Grasping: Occasionally to Frequently
 - Fine Manipulation: Rarely to Occasionally
 - Hand and Arm Twisting/Turning: Frequently
 - Computer Operation/Writing: Rarely
- Must be able to exchange information quickly, accurately, discreetly, and effectively with staff and supervisors about safety and health issues in the midst of a busy and often noisy environment.
- Must be able to detect visual and non-visual warning signs of equipment malfunction and other possibly dangerous conditions in the work environment.
- Must be able to express self with staff and the public in an effective and courteous manner about safety and other conditions on school grounds or in the work environment.
- Must be able to discern spontaneous warnings and other communications from staff and supervisors in emergency situations and protect self and other appropriately.
- Must have normal (20/20) vision, corrected or uncorrected.

Work Environment:

The following conditions may be present:

- Exposure to student illnesses, injuries, infections, and bodily fluids.
- Exposure to chemicals contained in cleaning products.
- Exposure to various temperatures and weather conditions when outdoors; noise and vibration from power equipment (ear plugs and safety glasses are utilized); dust, sawdust, and fumes from gasoline, contact cement, paint, paint thinner, and pesticides; possible flying debris when using weed eater or chainsaw; water and grease when cleaning equipment; various road and traffic conditions in positions requiring driving between work sites; raw sewage when performing plumbing work; and heat/smells from roof and blacktop material.
- May use a golf cart for traveling on school grounds.
- Operation of forklifts, tractors, and other vehicles.
- Working around and operation of power tools.
- Walking on uneven ground when outdoors.

- Periodic work at heights up to 40 feet on ladders, scaffolds, or roofs.
- May be required to wear a respirator.
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- Pass a pre-employment physical.
- Current California driver's license or equivalent.
- May be required to drive with or without students; some positions may require a current California driver's license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Adopted: August 26, 2019
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission