

## **JOB DESCRIPTION**

January 2025

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

### **LEAD MAINTENANCE AND OPERATIONS CRAFTSPERSON**

#### **General Purpose:**

The Lead Maintenance and Operations Craftsperson will provide general guidance to skilled maintenance technicians and landscaping crew. As a Lead in the Maintenance and Operations department, this position will perform his or her duties in addition to providing guidance to other staff.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Lead department staff to perform essential functions of the department.
- Assist Coordinator in developing processes that improve the department including setting up practices that improve efficiency and department inventory.
- Performs troubleshooting and maintenance activities on plumbing, HVAC and electrical equipment.
- Performs maintenance activities such as carpentry, glazing and painting, and other repairs.
- Sets up facilities for events.
- May move furniture, classroom supplies and equipment to designated locations.
- Assists in restoration and major cleaning of buildings and grounds during school vacations.
- Responsible for the timely and routine completion of the preventive maintenance program.
- Initiates work orders to identify work completed or work needed for the safe repair and maintenance of school buildings, grounds, and equipment.
- Responsible for keeping the Maintenance and Operations Department workspace, tools, materials, and supplies in a neat and good working condition.
- Complies with all hazardous materials storage and handling requirements.
- Responsible for maintenance shop and vehicle inventory, including routine maintenance and scheduling of repairs.
- Assists or performs periodic safety inspections and corrects deficiencies in a timely manner.
- Completes all mandatory safety training sessions as directed by policy and Injury and Illness Prevention Plan.
- Complies with Placer County Office of Education board policies and specific department written operational procedures.
- Maintains a cooperative relationship with those contacted in the course of work; relates positively to special education students.
- Must be available for overtime and emergency response activities.

## **LEAD MAINTENANCE AND OPERATIONS CRAFTSPERSON/PAGE 2**

### **Minimum Qualifications:**

#### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### **Education:**

- High School diploma or equivalent.

#### **Experience:**

- Sufficient formal or informal training to provide the ability to perform both the specific and general requirements of this position.
- At least four (4) years of work experience in any combination of construction or building maintenance trades.

#### **Knowledge, Skills, and Abilities:**

- Knowledge of operating principles of HVAC equipment.
- Knowledge of Healthy Schools Act for Integrated Pest Management.
- General knowledge of CAL/OSHA and Industrial Safety Standards.
- Ability to read and interpret basic blueprints and building specifications.
- Ability to use telephone and office equipment.
- Ability to diagnose electrical wiring, test circuits, and general knowledge of the National Electrical Code.
- Ability to interpret irrigation layouts and perform scheduling of electronic sprinkler timers.
- Proficient in soldering, brazing and welding activities pertinent to plumbing activities.

#### **Required Testing:**

- May be required to pass both a written and oral examination on building maintenance and operations responsibilities.

#### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

#### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

#### **Work Environment:**

- Work is performed in an office or school environment, as well as outdoors and in a shop environment; continuous contact with staff, and representatives of other agencies.
- May come into contact with biological and hazardous waste.

## LEAD MAINTENANCE AND OPERATIONS CRAFTSPERSON/PAGE 3

### Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling and facility to stand and walk for extended periods.
- Manual dexterity to operate a telephone and enter data into a computer and operate power and motorized equipment.
- Facility to appropriately lift and move objects up to 50 lbs.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

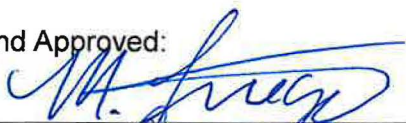
**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** 31.5

Reviewed and Approved:

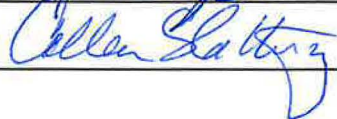
Supervisor:



Date:

3.14.25

Human Resources:



Date:

3.13.25