

JOB DESCRIPTION

June 2018

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

MAINTENANCE & GROUNDS CRAFTSPERSON

General Purpose:

A Maintenance & Grounds Craftsperson is responsible to the County Superintendent and works under the supervision of the designated manager(s). Under general supervision, the Maintenance & Grounds Craftsperson performs a variety of maintenance and operations assignments for both buildings and grounds. Plans, coordinates and performs building and grounds repairs and maintenance.

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

- Performs troubleshooting and maintenance activities on plumbing, HVAC and electrical equipment.
- Performs maintenance activities such as carpentry, glazing and painting.
- Sets up facilities for events.
- Moves 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 Maintenance and Operations Department workspace, tools, materials, and supplies in a neat and good working condition.
- Responsible for the maintenance of grounds, irrigation systems and controls for the Placer County Office of Education facilities.
- Performs proper pruning techniques on shrubberies and ornamental plantings.
- Performs routine and emergency tree removal activities, operating electric and gas-operated saws.
- Applies appropriate fertilizers, weed abating chemicals to maintain landscaping.
- Installs new landscaping specimens.
- Maintains turf areas at designated sites.
- Cleans and maintains pavements, grounds, and public access areas.
- Inspects landscaping for disease and pest control and takes appropriate measures.
- Coordinates with co-workers to efficiently schedule the joint use of turf equipment and maintenance tools.
- 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.

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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.
- Four (4) years of work experience in any combination of construction, building maintenance or grounds 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.
- Skills necessary to operate a variety of grounds equipment.
- Skills necessary to properly remove trees in a safe manner.
- 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 perform basic troubleshooting and repair of small engines.
- 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 and grounds 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.

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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: 26.0

Reviewed and Approved:

Supervisor:  Date: 6/12/18

Human Resources:  Date: 6/12/18