

AMADOR COUNTY OFFICE OF EDUCATION
MAINTENANCE WORKER I

DEFINITION

Under general supervision, to keep buildings, grounds, cafeterias, gymnasiums, locker rooms and office spaces clean and orderly; to perform custodial, groundskeeping and light maintenance tasks in the care of the campus; to issue, receive, store and make minor repairs to furniture and equipment; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class perform the custodial, light maintenance and grounds work on a school campus. Incumbents typically perform duties under the supervision of a school principal; however, technical and operational direction is received from the Assistant Director of Maintenance and Operations. The following duties are typical of the positions in this class collectively. No one incumbent is necessarily expected to perform all of the duties listed. Incumbents are cross-trained and one incumbent may perform duties in other classes. Incumbents respond to requests from faculty and administrators during instructional hours in accordance with established guidelines. Positions in this class perform work which is highly structured, and which is performed in accordance with established instructions. Incumbents work on restrictive time schedules demanding stamina and attention to continuing deadlines. During vacation periods, incumbents may perform work at a higher level in the maintenance series as directed on a temporary basis.

EXAMPLES OF DUTIES

- Raises and lowers flags;
- Picks up papers and sweeps sidewalks;
- Cleans and restocks restrooms;
- Turns lights on and off;
- Unlocks and locks doors and gates;
- Blows, sweeps and/or washes sidewalks and courts;
- Empties and cleans trash cans;
- Irrigates, trims, edges and mows lawns and turfing areas;
- Hoes, weeds and rakes lawns;
- Irrigates and cultivates around trees, shrubs and hedges;
- Sweeps, cleans, mops and waxes floors and hallways;
- Issues, receives, marks for identification, stores and accounts for school supplies;
- Sweeps and dusts offices;
- Vacuums rugs and carpets;
- Washes windows and walls;
- Sets up and removes portable stages;
- Turns on and off football field lights;
- Sets up bleachers and installs hand rails;
- Sets up and removes markers on football fields;
- Cleans graffiti from surfaces;

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- Exterminates insects and spiders;
- Cleans and washes patio area;
- Waters grounds areas by hand;
- Prepares, lines, marks and drags areas for athletic games and contests;
- Maintains outside athletic equipment, such as tennis court nets and basketball nets and goals;
- Cleans and maintains court surfaces;
- Maintains locker rooms;
- Inspects clothing and equipment for needed repairs;
- Makes minor repairs, and has equipment which needs major repairs sent out;
- Sets up equipment for games or gym classes;
- Sets up home game communication systems;
- Replaces lights;
- Assists school personnel with heavy objects;
- Assists in moving and arranging bleachers, furniture and equipment for special events;
- Maintains assigned areas on a regular basis;
- Adjusts desks and other furniture;
- Operates and adjusts heating and ventilating equipment;
- Sets up and checks public address system;
- Shuts off water, gas valves and electrical switches in case of emergency;
- Picks up glass, papers, litter and keeps assigned areas in a clean and orderly condition;
- Plants new lawns, trees shrubs hedges and flowers;
- Trims and prunes trees, lawns, shrubs and hedges;
- Locates, traps and baits rodents;
- Maintains and makes routine repairs to sprinkler systems;
- Operates light trucks or vans to meet work objectives;
- Loads trucks with trimmings and trash and hauls to the dump;
- Cleans and seals bleachers in gym;
- Operates a mower which may be ridden or pushed or which may be reel or rotary;
- Operates power edger, turf vacuum, carts, backpack blower, weed eater, backpack chemical sprayer, power drill, chain saw, floor buffer, vacuum cleaner and carpet cleaner;
- Uses gardening and construction hand tools;
- Takes routine care of grounds and custodial equipment and materials;
- Makes minor non-technical repairs and adjustments to plant equipment and fixtures;
- Delivers supplies to classrooms;
- Makes emergency clean-ups in classrooms;
- Takes or participates in inventories;
- Participates in thorough cleaning and maintenance of school plants, grounds and facilities during vacation periods;
- Performs related work as required.

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LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License.

QUALIFICATIONS

Knowledge of:

Basic tools, materials, equipment and practices of custodial and groundskeeping work;
Basic maintenance of facilities;
Simple record keeping;
The layout of athletic fields;
Punctual work habits;
Basic math;
Appropriate safety precautions and procedures.

Ability to:

Follow schedules and procedures and to quickly learn the use of tools and equipment used in a school's custodial, grounds and light maintenance work;
Read, understand and apply rules and standards for the layout of athletic fields and set up of athletic equipment;
Work without immediate supervision;
Learn to use cleaning materials, disinfectants, chemicals and fertilizers used in custodial and grounds work;
Maintain and make minor repairs to facilities and equipment;
Keep accurate records;
Operate a vehicle observing legal and defensive driving practices;
Understand and carry out oral and written instructions;
Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is entry-level experience performing custodial or grounds work requiring the stamina for vigorous work activity over an eight-hour work period.

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PHYSICAL DEMANDS AND WORKING CONDITIONS

This position requires the prospective employee to pass a pre-employment physical.

Physical Requirements:

1. Employee lifts/carries 115 pounds occasionally (less than 33% of the time).
2. Employee lifts/carries 50 pounds frequently (34-66% of the time).
3. Employee lifts/carries 25 pounds constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 94 pounds on objects.
5. Employee's position requires pulling a maximum force of 94 pounds on objects.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend.

Other Conditions:

Incumbents may be required to work with harsh or toxic substances;

Incumbents may be required to work around foul odors;

Incumbents may be required to wear protective apparel including goggles, face protectors, aprons, shoes and oxygen breathing apparatus.

SALARY LEVEL

Range 36 of the ACOE Classified Salary Schedule.