

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLES: Ma

Performs minor repairs on desks, furniture, equipment, doors, and windows; patches walls and doors

Paints interior/exterior walls and trim, replacing fixtures and partitions as well as damaged ceiling and floor tiles, repairs carpet

Repairs and maintains a variety of tools and equipment such as mowers, sprinkler and alarm systems, and cleaning equipment

Performs maintenance on air handling units to include changing filters, belts and bearings, lubricating and adjusting registers

Trims and prunes shrubs and trees; sprays for insects as necessary

Picks up papers or debris; rakes, weeds, sweeps, and waters grounds and walkways

Performs interior modifications such as installing chalkboards, shelves and partitions

Moves, arranges, and sets up classroom and office furniture

Inventories equipment and furniture at site locations

Picks up, receives, and delivers supplies

May clean and maintain swimming pool and equipment; vacuums pool and checks and maintains proper chemical balance

May function in a lead capacity with other custodial staff; assigning, monitoring, and directing the work of others on a project basis

Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

Cleaning methods and waxing compounds, cleaning materials, tools and equipment

Basic electrical, plumbing, painting, and carpentry repairs

Building trades tools and equipment including mowers, vacuums, floor buffers and hand tools utilized in building maintenance

Proper safety techniques and procedures

Proper grounds-keeping methods, procedures, and tools

Proper use and application of pesticides, insecticides and fertilizers

Considerable knowledge of maintenance and repair work

Ability to:

Safely use and operate a variety of hand tools, power tools, and equipment used for custodial, grounds, and building maintenance purposes including floor buffers, steam cleaners, carpet cleaners, vacuum, mops, broom, dusting equipment and various hand tools

Understand and follow oral and written instructions

Make routine decisions independently

Learn basic computer skills

Communicate effectively in oral and written form

Perform basic mathematical computations using addition, subtraction, multiplication, and division

Establish and maintain effective working relationships with co-workers, teachers, students, and the general public

Meet the physical requirements of the job

May require possession of:

A valid and appropriate California Driver's License

A driving record which meets the County Office of Education's insurance requirements

May require knowledge of:

Swimming pool maintenance procedures and equipment depending on job assignment

TRAINING AND EXPERIENCE

Generally, the required knowledge and abilities will have been acquired during at least two years of custodial and buildi

PHYSICAL DEMANDS: The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with physical disabilities to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with physical disabilities to perform the essential functions of this job.