



MAINTENANCE WORKER

SALARY GRADE: [C3-42](#)

DEFINITION:

Under general supervision, performs a variety of light to heavy cleaning tasks performed independently in specific areas or as a member of a crew; and does related work as required. Performs skilled grounds maintenance work in the design, re-design, layout, installation, maintenance and repair of irrigation systems; diagnoses soil problems and takes corrective action; performs general grounds and gardening work; and does related work as required. Performs routine gardening and varied grounds maintenance work on athletic fields (both artificial and natural turf). All positions assigned to this class work independently, exercising judgment and initiative in performing maintenance and repair work on the equipment used by the Grounds Gardeners.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

General Responsibilities

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, graffiti, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Shall carry a communication device, if assigned one, and be available for general custodial duties.
7. Uses a computer for entry and retrieval of information for work assignments.
8. Communicates effectively orally, in writing, and electronically.
9. Operates equipment such as District vehicles, electric carts, electric power lifts, cardboard baler, forklift, etc.; will use ladders.
10. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
11. Performs other related duties as assigned.

Job Responsibilities

1. Sweeps, scrubs, and mops strips, waxes, and finishes floors in rooms, halls, stairways and public areas; vacuums and cleans rugs and carpets.
2. Cleans and disinfects restrooms and showers; dusts, waxes, and polishes furniture; cleans offices and lobbies; cleans windows, walls, window shades and blinds; dusts walls, ceilings, air vents and light fixtures.
3. Cleans chalkboards and white boards (dry erase boards).
4. Empties waste baskets and recycle containers, sorts recyclable materials in designated bins.
5. Operates scrubbers, buffers, waxers, vacuums and related tools and equipment.
6. Restocks janitorial and cleaning supplies; stores cleaning equipment and supplies; assists in the inventory of cleaning and related supplies by monitoring quantity and reporting supply amounts to leads as required.
7. Turns out lights and locks doors.

8. Moves and rearranges chairs, tables, desks, and other furniture and equipment for special events and facility set-ups, according to specifications.
9. Works in both an indoor and outdoor environment, and is subject to frequent lifting, carrying, pushing, and pulling.
10. Inspects campus facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather, conditions, etc.

In addition to performing work of a Grounds Gardener I and II, the position will be responsible for the following duties:

1. Troubleshoots, repairs or replaces broken irrigation lines, manual or automatic irrigation valves, sprinkler heads, automatic controllers and related equipment; drains, flushes, clears and repairs water storage systems; and calibrates and sets irrigation control systems.
2. Designs, re-designs, lays out and installs new or existing irrigation systems by trenching, connecting to existing water supply and installing all related parts, which may include low voltage wiring.
3. Inspects, diagnoses, repairs, adjusts and programs controllers and clocks related to irrigation system.
4. Repairs athletic fields to include brown or wet spots related to the irrigation system which may include re-seeding, requiring coordination with athletic events; prepares athletic fields by marking fields, setting up benches, chairs, barriers, and scoreboards; ensures athletic fields conform to regulations and specifications.
5. Diagnoses soil problems by taking samples, then taking the safest and most effective course of action to mitigate or eliminate the problem.
6. Sets traps for vertebrate pest control.
7. Sprays and applies fungicides, insecticides, and herbicides for pest and plant disease control; assesses effectiveness of spraying completed; assesses environmental conditions for proper application conditions (certification required).
8. Operates a variety of heavy power equipment and other equipment used in landscape cultivation and maintenance such as trucks, tractors, forklifts, trenchers, mowers, paint and power sprayers, rototiller, cement mixer, hand tools, etc.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Methods, materials, chemicals, disinfectants, safety practices and equipment used in custodial work and grounds maintenance.
2. Safety factors in the operation of equipment and materials.
3. Methods, materials, tools, safety practices and equipment used in grounds maintenance.
4. Landscape plant materials.
5. Common plant diseases and insect pests and approved methods and materials of control and eradication.
6. Principles and practices used in irrigation system operation and maintenance.
7. Irrigation system design and irrigation control systems and equipment.
8. Methods and materials used in the installation, maintenance, and repair of automatic sprinkler systems.
9. Sizes and specifications of pipes and fittings for proper volume and pressure.
10. Safety factors in the operation of equipment and materials.
11. Applicable safety codes, ordinances and regulations.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Operate and maintain a variety of equipment and tools.
3. Read and understand technical manuals, wiring diagrams, and blueprints.
4. Analyze and diagnose system malfunctions.
5. Understand and carry out oral and written instructions.
6. Observe safety requirements and safe work practices and methods as required.
7. Perform routine work involving moderate to heavy physical labor.
8. Work in an environment where there is high exposure to dust, pollens, and other allergens.
9. Ability to withstand extensive standing, walking, stooping, squatting, pushing, pulling, and climbing.

10. Establish and maintain cooperative work relationships.
11. Work independently and under minimal supervision.

Education

Equivalent to the completion of the twelfth grade.

Experience

Experience in custodial and/or janitorial work. Three years of experience in grounds gardening, including at least one year of experience in maintaining irrigation systems; and experience in the area of specialty.

License or Certification

Possession of a valid class C California driver's license.

WORKING CONDITIONS:

Environment:

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Exposure to pollen, dust particles, chemicals and fumes.
4. Includes travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.

Date Approved: June 2010