

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JANUARY 2004
RANGE: 42.0
MAINTENANCE/OPERATIONS/MECHANICAL SERVICES SERIES
CLASSIFIED
CODE: 2,4,7,9

Revisions to title and range 1/10108
CARETAKER (KEEP)
(Kern Environmental Education Program)

DEFINITION

Under general direction, performs a wide variety of semiskilled maintenance and repair tasks to ensure vehicles, facilities, buildings, grounds, and equipment are maintained in a functional and safe manner;

maintains all grounds;

performs, on a limited basis, remodeling and construction projects utilizing a variety of general trade skills;

provides janitorial services to all camp buildings;

designs and fabricates special equipment;

does other related work as required.

EXAMPLES OF DUTIES

Performs basic carpentry, painting, electrical, locksmithing and tile installation;

creates material and supply lists for remodeling and construction projects;

assists in the repairs of door and window glass;

makes routine and emergency electrical installations;

installs, repairs and maintains doors and locks;

forms, pours, and finishes concrete footings and pads;

operates motorized equipment;

performs semiskilled maintenance, repair, and construction work in the various maintenance trades;

performs general plumbing installation and repair to toilets, faucets, drinking fountains, and water lines;

inspects machinery, buildings, and equipment for safety and security;

locates and makes minor roof repairs;

performs preventative maintenance on a variety of service equipment, including oiling, greasing, packing, and cleaning;

assists in or performs a variety of tasks in the construction, installation, and maintenance of furniture, fences, playground equipment, cabinets, shelving, chalkboards, bulletin boards, and a variety of other structures;

may assist in the installation, repair, and maintenance of gas lines;

makes minor electrical repairs to power equipment, fixtures, extension cords, outlets, switches, and wiring;

prepares surfaces for painting and applies finishes using brush, rollers, or spray equipment as needed;

replaces and/or patches concrete damage to walks, driveways, curbs, and similar structures;

may replace and repair carpeting and floor tile;

conducts routine safety inspections;

maintains storage areas in orderly, safe, and clean condition;

maintains adequate inventory of cleaning and maintenance supplies;

prepares requisitions for maintenance and cleaning supplies;

lubes and services camp vehicles;

drives a service vehicle as part of duties.

QUALIFICATIONS

Knowledge of:

Basic methods, techniques, materials, tools, and equipment used in maintenance, repair, and construction work;

rules, regulations, and operational procedures pertaining to the repair, maintenance, and construction of school buildings, machines, and equipment;

basic cleaning methods, procedures, and techniques;

cleaning materials, supplies, and equipment;

safe working methods and procedures.

Ability to:

Skillfully use a variety of tools and equipment used in the basic maintenance trades;

work from blueprints, shop drawings, and sketches;

maintain simple records;

perform moderately heavy manual activities;

efficiently and effectively use cleaning materials, supplies, and equipment;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

stand, reach and work with hands and arms overhead;

climb ladders, balance, stoop, kneel, crouch, crawl, and lift up to 50 pounds.

Experience:

Two years of experience in one or more of the building trades or equivalent in training and experience.

Education:

Equivalent to completion of the twelfth grade, supplemented by coursework or training in one or more of the maintenance craft areas.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position has a probationary period of six months or 130 days, whichever is longer.

ST:rw

1/20/04

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