

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** HEAD MAINTENANCE WORKER

**TITLE #:** 1336

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for the efficient operation and upkeep of school district buildings including mechanical and electrical equipment and for leading the work of other maintenance workers. General supervision is received from a higher level official allowing leeway for exercising independent judgement in carrying out the details of the work. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Assists with the planning and scheduling of maintenance and repair tasks;

Leads and participates in the repair and maintenance of plumbing and heating facilities;

Leads and participates in the repair and maintenance of all electrical equipment;

Leads and participates in the repair and maintenance of structures including the painting, plastering, roofing, carpentry, glazing and metal work;

Leads and participates in snow removal and sanding of roadways;

Conducts routine inspections of all structures, machinery and equipment and maintains same in safe condition;

Maintains inventory of supplies, materials, repair and replacement parts;

Performs minor repairs to gasoline and electric driven equipment;

May construct or supervise the construction of partitions, bleachers, stages and ramps or classroom equipment;

May install or supervise the installation of sidewalks, steps, curbing and roadways.

May lead and participate in the performance of grounds keeping activities including mowing, trimming, etc.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the safety standards and accident prevention methods used in the standard building construction trades; good knowledge of the standard practices, procedures and methods of construction of the various building trades; ability to plan and lead the work of others; ability to follow oral and written directions; ability to write reports and keep simple records; dependability; good judgement; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and two (2) years of building or equipment maintenance; OR
- (B) Six (6) years of experience as outlined in (A) above.

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**JURISDICTIONAL CLASSIFICATION:** Non-competitive in school districts.

12/21/07