

LEAD MAINTENANCE WORKER

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Maintenance Supervisor, the job of Lead Maintenance Worker is done for the purposes of, assisting the Maintenance Supervisor in the dispatching and prioritizing of work orders; ensuring proper completion and installation of work order projects; ensuring proper operation of equipment and aesthetics of facilities; ensuring the maintenance of District facilities; ensuring complete work records; obtaining materials and assigning tasks to ensure job completion; ensuring completion of projects in a cost effective manner; ensuring job orders are completed to meet District standards; delivering needed items to job sites; determining time schedule of job orders and providing proper guidance for the completion of job tasks effectively and efficiently; maintaining and upgrading job knowledge and skills and for keeping current on job-related safety concerns and issues; and supporting other skilled maintenance personnel in the completion of their work activities.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Lead Maintenance Worker is responsible for assisting in the coordinating and prioritizing of work; facilitating the availability of materials; and performing a variety of skilled maintenance duties involving various trades including carpentry, plumbing, painting, electrical, HVAC, telecommunications, or other trades as needed and appropriate to the incumbent's training and experience. This may include altering, repairing, installing and constructing items such as walls, partitions, counter, doors, window frames, cabinets, carpets, curbs, sidewalks, electrical circuits, telephone cabling, HVAC equipment, etc. Operates a variety of power tools and machines.

ESSENTIAL FUNCTIONS

- Assists the Maintenance Supervisor for the purpose of scheduling, assigning, and coordinating work orders, work activities, and special projects.
- Performs duties of other skilled maintenance staff as may be required in area(s) of expertise (e.g. general maintenance, carpentry, plumbing, painting, HVAC, telecommunications, electrical, etc.) for the purpose of completing work orders in the repair, maintenance, and improvement of district facilities.
- Repairs/maintains/inspects all school district facilities, properties and systems, except those on special contract, for the purpose of ensuring proper operation of equipment and aesthetics of facilities.
- Constructs/fabricates/remodels/alters specialized equipment, exteriors and interiors for the purpose of ensuring the maintenance of District facilities.
- Records/documents a variety of work activities (e.g. job orders, preventive maintenance performed, cost of purchases, labor, inspections, problems encountered, issues pending, etc.) for the purpose of ensuring complete work records.

- Estimates labor and material for the purpose of obtaining materials and assigning tasks to ensure job completion with the efficient utilization of resources.
- Designs projects for the purpose of ensuring completion of projects in a cost effective manner.
- Inspects for structural integrity, both general and earthquake, buildings, bleachers and other structures and as part of job follow up for the purpose of ensuring that job orders are completed to meet District standards.
- Transports materials and equipment to various job sites for the purpose of ensuring that required items are available as needed.
- Coordinates/oversees/directs less experienced workers or summer help for the purpose of determining time schedule of job orders and providing proper guidance for the completion of job tasks effectively and efficiently.
- Coordinates assignments of maintenance workers for the purpose of ensuring efficient and timely completion of work in accordance with established standards and practices.
- Attends educational seminars and meetings for the purpose of maintaining and upgrading job knowledge and skills and for keeping current on job related safety concerns and issues.
- Assists other maintenance personnel as may be required (e.g. plumber, painter, HVAC, etc.) for the purpose of supporting them in the completion of their work activities.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in a variety of maintenance trades; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: and methods of organizing, scheduling and prioritizing workloads.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a wide variety of types of job-related

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equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: understanding and following oral and written directions; establishing and maintaining effective working relationships with others; analyzing situations accurately and adopting an effective course of action; and maintaining routine records.

RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking and 45% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

EXPERIENCE

Job related experience within specialized field with increasing levels of responsibility is required.

EDUCATION

Community College and/or Vocational School degree with study in job related area.

REQUIRED TESTING

Pre-employment Proficiency Test

CERTIFICATES

Valid California driver's license

CONTINUING EDUCATION/TRAINING

None Specified

CLEARANCE

Criminal Justice Fingerprint/Background Clearance
TB Clearance