

CLASS TITLE: **Lead Maintenance Worker** (Bargaining Unit Position)

Salary Range 16

Basic Function:

Under the direction of the Director of Maintenance, organize and direct the work of the maintenance department who are responsible for buildings, grounds and equipment. Serves as Maintenance Director in his or her absence.

Representative Duties: (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

In addition to the duties as a maintenance worker:

- Assists in developing deferred maintenance lists.
- Directs routine maintenance and repair.
- Suggests and prioritizes projects.
- Makes reports regarding project completion.
- Works with outside contractors.
- May assist in the preparation of public bids.
- Prepares schools for daily use
- Inspects schools and reports and/or makes necessary repairs
- Performs needed repairs involving plumbing, lighting and other electrical
- Performs maintenance and repair of heaters and air conditioners
- Gives input to management personnel regarding job performance of employees.
- Coordinates vacation schedules of maintenance department personnel.
- Inspects schools for vandalism and makes immediate repairs
- Performs other related duties as assigned.
- May be required to participate in trainings and certification programs for maintenance issues (at district expense).
- May temporarily perform custodial duties based upon necessity.
- Assist in preparation of budget as related to maintenance and operations.

Knowledge and Abilities:

KNOWLEDGE OF:

- English language at acceptable levels of reading, writing and speaking.
- Time management
- Electrical, heating, air conditioning, plumbing, painting, pesticides, herbicides, workplace safety, asphalt, cement, irrigation, power tools and general operation of school district buildings, grounds and equipment.
- OSHA safety standards
- Asbestos management and abatement
- Basic computer operations
- Security systems including alarms and locks

Minor construction including dry walling

ABILITIES:

Take direction from supervisors.

Perform calculations that result in accurate reliable figures.

Understand and interpret complex repair manuals.

Set example of initiative and hard work.

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

Solve multi-faceted problems.

Maintain composure when faced with critical deadlines.

Cooperate with school personnel and the public.

Maintain positive relations with staff, parents and community.

Assist in completing complex forms and applications.

Routinely lift 25 pounds and occasionally lift 50 lbs.

Stand, sit, walk, reach with hands and arms and stoop.

Drive moderate sized trucks.

Perform maintenance and repair of electrical and gas powered equipment

Make repairs to plumbing

Education and Experience:

High school diploma or equivalent.

Special training in the trades is preferred.

At least 5 years of experience in positions similar to maintenance worker.

Some experience in leadership capacity.

Experience with HVAC systems desirable.

Certificates, Licenses, Registrations

Valid Driver 's License

Asbestos certificate

Working Conditions:

ENVIRONMENT:

The noise level in the work environment is moderate to loud. Interruptions due to phone calls, unexpected demands, and shifting priorities are frequent. The position demands meeting deadlines with severe time constraints. The outdoor environment is subject to weather conditions that can be cold, hot and/or wet. The conditions include frequent exposure to noise, fumes, dust and other airborne particles.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

Adopted: (6/05)(2/07) 3/8/07