

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: LEAD MAINTENANCE WORKER

BASIC FUNCTION:

Under the direction of the Director, Maintenance, Operations and Facilities, leads and provides work guidance to Skilled Maintenance Workers within area of expertise; performs duties within area of journeyman trade and skilled maintenance to resolve immediate operational and safety concerns; identifies repair and replacement needs; assists other skilled trades in completing projects safely and within established budget and time constraints; assures adequate materials are available to complete assignments in a timely manner; utilizes expertise in maintaining facilities for students, staff and public in safe operating condition.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Communicates with various personnel and outside agencies to exchange information and resolve issues or concerns.

Inspects facilities, systems and their components within area of trade expertise such as heating/ventilation units, new and remodel construction and electrical; assures quality of work standards are met and identifies repairs and preventive maintenance requirements.

Installs, builds and maintains systems and component parts covering a wide range of trades including HVAC, electrical, plumbing, and general maintenance; repairs various items, systems and components as assigned.

Leads and provides work guidance to Skilled Maintenance Workers within areas of expertise such as plumbing, mechanical/HVAC, electrical/electronic or general maintenance; coordinates work assignments with administration, site personnel, other skilled trades and outside parties to complete projects/work orders efficiently; assures that maintenance and safety objectives are met within budget guidelines and in compliance with all established regulations and guidelines.

Operates and maintains a variety of maintenance equipment including a variety of hand and power tools; maintains tools and equipment appropriate to the skilled trade to assure the availability of equipment in safe and operating condition as required; operates a computer and assigned software.

Oversees assigned Skilled Maintenance Workers and assures scheduled work assignments are completed in a safe, proper and timely manner; assigns employee duties and review work for accuracy, completeness and compliance with established standards and procedures; provides training and work guidance to assigned personnel.

Participates in scheduled meetings with Director, Supervisors and other Lead Maintenance Workers to present current status of general department issues, review specific project progress and assist in scheduling of work activities and assigned Skilled Maintenance Workers.

Performs duties within area of journeyman trade skilled maintenance to resolve immediate operational and safety concerns that may include installing, repairing and building items; diagnoses causes of problems including cooling/heating/refrigeration, electrical, light systems, signal and alarms, building renovations, masonry, painting and plumbing.

Prepares documentation, reports and records related to assigned activities such as time sheets, inventory, work orders, labor and material estimates, repair manuals, blue prints and specifications.

Recommends plans, procedures and specific actions to address department goals, objectives and work-related needs; plans and designs systems and projects within specific area of trade expertise.

Submits requisitions and orders equipment and supplies as assigned; maintains assigned inventories.

Transports various items including tools, equipment and supplies and assures availability of materials required at job site; drives a vehicle to conduct work.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General tools, equipment, materials, methods and techniques used in the building maintenance trades including construction, maintenance and repair activities.

Principles of providing training and work guidance.

Extensive knowledge in a specific skilled craft.

Facilities planning methods and requirements.

Operation and proper maintenance of tools, equipment and machinery used in the building trades.

Basic preventive maintenance principles and practices.

Applicable building codes, ordinances and fire regulations.
Requirements of maintaining facilities, utilities and equipment in good repair.
Appropriate safety precautions and procedures.
Oral and written communication skills.
Record-keeping techniques.
Proper lifting techniques.

ABILITY TO:

Perform a variety of semi-skilled duties in the maintenance and repair of designated facilities, utilities and equipment.
Interpret and apply applicable building codes, ordinances, fire regulations and safety precautions.
Assist in the development and implementation of maintenance and repair projects.
Maintain, repair or replace a variety of parts, components and equipment.
Operate a variety of assigned tools and equipment effectively and safely.
Understand and follow oral and written instructions.
Work independently with little direction.
Communicate effectively both orally and in writing.
Work cooperatively with others.
Provide training and work guidance to assigned personnel.
Observe health and safety regulations and procedures.
Understand and follow oral and written communications.
Maintain routine records of work performed.
Meet schedules and timelines.
Plan and manage projects.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and six years of journey-level experience in the commercial construction trades and/or commercial construction maintenance with at least one of the years completed in the last five years.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.
Valid California Class C Driver's License and evidence of insurability.
Valid required certifications in specific trades as required by applicable local, state and government agencies.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools.
Standing for extended periods of time.
Seeing to perform repairs.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders.
Heavy physical labor.

HAZARDS:

Chemical fumes.
Traffic hazards.
Working around and with machinery having moving parts.
Working at heights.

FLSA Status

Non Exempt

Approval Date

3/01/08, 6/27/11, 9/28/17, 2/18/20