



MAINTENANCE LEADPERSON

DEFINITION:

Under direction of the Superintendent or his designee, performs maintenance work while supervising the day to day operations of the maintenance department; provides technical and administrative support services in connection with school site improvements, modification of facilities, new construction projects, and renovation of existing schools, relocatable classrooms and other support activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. Other duties may be assigned.

- Schedules maintenance personnel.
- Coordinates emergency, routine, and periodic maintenance;
- Prepares cost, time, and labor estimates.
- Maintains inventory control system; purchase and stock maintenance supplies.
- Interviews and recommends for employment new maintenance personnel, and assists in the evaluation of said personnel; performs skilled and semi-skilled maintenance trades.
- Performs monthly inspection of all school sites.
- Meets with site administrators on a weekly basis.
- Prepare original and amended applications and documentation for construction and renovation projects.
- Negotiate, review, and analyze contracts for professional services and real property.
- Research and apply federal, state and local policies, materials, opinions, and trends regarding planning matters.
- Utilize a variety of advisory data information including budgets, architectural/construction plans and specifications, State/City general plan and zoning ordinances, federal and state environmental guidelines, boundary maps, and work order system.
- Perform and interpret statistical calculations.
- Assist in managing construction projects; oversee appropriate documentation and materials from implementations to completion.
- Represent the district at various organizations and committee meetings.
- Perform other related duties and responsibilities as required.

EMPLOYMENT STANDARDS:

Knowledge of

- basic methods, techniques, material, tools and equipment used in maintenance and construction work
- requirements for maintaining safe working methods and procedures
- principles of supervision and training of skilled maintenance personnel and HVAC technician
- Basic computer applications, i.e., MS Office Suite
- principles of organization and management

Ability to

- train, direct, and lead while working with the skilled maintenance personnel
- use time and material in effective manner
- establish and maintain the district transportation pool, while maintaining a good driving record and qualify for the district vehicle insurance coverage
- develop and enforce safe work standards and high quality levels of service
- evaluate new products and recommend usage
- read, evaluate and work from plans and specifications and blueprints
- establish and maintain cooperative and effective working relationships with those contacted in the workplace
- operate computer for the maintenance inventory and work orders
- Interpret and explain facilities planning and construction policies and procedures.
- Develop complex plans and procedures.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Make sound decisions and demonstrates intellectual capabilities.

Experience

- two years in school maintenance or in a lead/supervisory capacity
- two years as a skilled worker in one or more of the basic trades

Education

- equivalent to completion of the twelfth grade, supplemented by technical and vocational course work in a directly related field License Required
- General Contractor license preferred

Licenses:

- Possession of a valid California Motor Vehicle Operator's License.
- AHERA Contractor Supervision Certification preferred.
- AHERA Building Inspector Certification preferred.

Personal qualities:

- Self-motivated, self-directed learner, collaborative team player, constructive thinker and problem solver.
- Possess professional appearance, grooming, and personality.

- Better than average recommendations from supervisors or other professionals who have observed the personal characteristics, scholastic and technical abilities of the employee.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to stand.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to risk of electrical shock. The employee frequently works in high, precarious places and is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions and vibration.

Range: 18.5