

LEAD MAINTENANCE WORKER

CLASS SUMMARY

Under general supervision, coordinates, schedules, supervises and inspects the work performed by personnel in the Maintenance Department; performs skills duties at the journey level in one or more of the building or mechanical trades; follows blueprints and diagrams, and performs general maintenance duties; maintains work records and performs related duties as required.

REPRESENTATIVE DUTIES

Coordinates, schedules, supervises and inspects the work performed by personnel and students in the proper and safe use of materials and equipment. Lead responsibilities constitute about 40-50% of the workload. Performs skilled journey duties in one of the following building, construction, or mechanical trades: plumbing and fixtures, installation and repair; painting including surface preparation, interior, exterior, and furniture refinishing; electrical installations and repairs of all types; carpentry, rough, finish, and cabinet work; partitioning, room modifications and other types of building construction and repair projects; boilers, heating and related equipment, repairs, modifications and replacements; air-conditioning and air duct work, and similar duties; concrete, outdoor bleachers and other types of preventive maintenance, servicing of mechanical equipment, and similar duties as required or assigned. Usually is expected to learn other skilled and maintenance duties outside field of specialty. Coordinates work with outside contractors.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Plant Manager and is responsible for performing journey level work in one of the construction or mechanical trades for 40-50% of the time, in addition to lead responsibilities. Work is often required to be performed independently, and may from time to time have helper assistance. Some work may be performed in small crews on larger projects. Some work may be assigned that is outside the field of specialization, in related fields, requiring aptitude, willingness and adaptability.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Attainment of journey level skill and status in one or more of the enumerated crafts, preferably including experience in at least two (2) or more trades.

LEAD MAINTENANCE WORKER (continued)

Knowledge and Abilities

Journey level knowledge of: the skilled trade for which applying, including construction repair and installation; plans, blueprints and diagrams; tools and equipment; materials, supplies and related items; estimating time and materials for varying jobs and work order; preventive maintenance, methods and procedures; construction safety practices.

General working knowledge of: related building construction or mechanical trades; inter-relation of various school and public building construction and repair; sources of information and training related to new materials, methods and procedures.

Ability to: make working sketches; read blueprints, drawings and specifications; estimate time and materials efficiently; work in a safe manner; follow written and oral instructions; utilize tools of the trade skillfully; diagnose problems; prepare simple records; and provide leadership and direction to subordinate employees.

License: a valid California Motor Vehicle Operator's License.

Physical Requirements: regularly perform light and heavy manual work involving lifting and climbing.