

CENTRAL SCHOOL DISTRICT

Job Title: **Lead Maintenance Worker**

Occupational Group: **Maintenance
& Operations**

Reports to: **Director of Maintenance & Operations**

Pay Range: **37**

Date of Board Approval: **02/10/2022**

Work Year: **12 months**

DEFINITION

Under the supervision of the Director of Maintenance and Operations, plan, assign, assist, direct and participate the work of employees engaged in performing a wide variety of general facilities maintenance duties for the district following a predetermined schedule; and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or equivalent.
- Valid and appropriate California Driver's License and safe driving record.
- Insurability by the District's liability insurance carrier.
- Must obtain within six (6) months of employment first aid certification including CPR training and keep both current.
- Department of Justice Clearance.
- Current TB test with screening every four years to remain up to date.

Desired Experience:

- Minimum of three years paid experience in a variety of maintenance work in the building maintenance trade, preferably a school setting.

Knowledge and Abilities:

Knowledge of:

Proper terminology, tools, equipment, materials, methods and techniques used in modern construction, maintenance and repair work; operation and proper maintenance of tools, equipment and machinery used in the building trades; basic record-keeping techniques; preventative maintenance principles and practices; working procedures and methods required in a school district building program; repair and minor construction of school facilities; laws affecting the maintenance, repair and construction of school buildings; prioritization and work schedules; basic English usage, mathematical concepts and computer operations; interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, organize, train and direct the work of maintenance workers; organize, plan, prioritize project costs and time for jobs; perform general maintenance and repair on district facilities; maintain district and school facilities in clean, safe and secure conditions; operate tools and specialized equipment safely and efficiently; work cooperatively with others and independently with little direction; observe health and safety regulations; observe and report safety hazards and needs for maintenance and repair work; understand and follow oral and written directions; determine appropriate action within clearly defined guidelines; maintain routine records related to work performed; perform heavy physical labor; establish and maintain effective working relationships with district management, staff and others encountered in the course of work.

ESSENTIAL & REPRESENTATIVE DUTIES – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Provide lead work direction and guidance to staff
2. Plan and assign work to staff as directed
3. Provide training and technical assistance
4. Inspect and evaluate work performed
5. Identify problem areas and direct remedial action to be taken
6. Confer with supervisor concerning employee performance.
7. Ensure activities are carried out in a safe manner and ensure established policies, procedures and safety measures are followed
8. Determine materials, tools and equipment required for different jobs
9. Order parts and supplies as directed
10. Confer with school administration concerning work schedules and special requests as directed
11. Operate a variety of tools, machinery and equipment including vehicles, a variety of power and hand tools
12. Maintain various tools and equipment used in the course of work in clean, orderly and proper working conditions
13. Report repair and maintenance needs to proper Maintenance and Operations personnel and assist staff assigned to work
14. Communicate with administrators, staff and others regarding maintenance needs
15. Properly maintain and operate district vehicles
16. Assist other trade personnel as assigned
17. Prepare and maintain a variety of records including logs, work orders and equipment and supply inventories
18. Assist with the purchase and delivery of items as needed

WORKING CONDITIONS

Employee may perform duties at various district site locations, indoor and outdoor environment, and inclement weather; requiring heavy lifting, bending, carrying, pushing and pulling of objects; employee may be exposed to communicable diseases, blood borne pathogens exposure or fumes from chemicals and other materials; subject to pests and insects; potential hazards of anti-social behavior.

PRE-EMPLOYMENT PHYSICAL EXAMINATION

This position is subject to Board Policy 4112.4, which requires persons who are offered employment in certain classified positions to submit to pre-employment physical examinations.

PHYSICAL ABILITIES

Performing the duties of this job, employees are required to see, talk, walk, listen, sit, stand, bend, reach, push, pull, reach overhead, kneel, squat, climb stairs and climb ladders; employee must be able to carry up to 50 pounds without assistance, and over 50 pounds with assistance. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS:

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgment when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.