

East Side Union High School District

JOB TITLE: Lead Maintenance

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, direct, and supervise skilled and semi-skilled tasks and operations involved in the maintenance, repair, alteration, and/or construction of District buildings, facilities, and equipment; and to perform skilled tasks and operations in one or more areas of the building trades as assigned. Employees in this classification receive general to limited supervision within a framework of standard policies and procedures and may coordinate and direct the work of others in the accomplishment of specific projects as assigned. This job class exercises responsibility for the efficient and complex repair and maintenance of district buildings, facilities and equipment; for obtaining supplies and equipment needed to perform required maintenance tasks; and for providing technical supervision to skilled and semi-skilled maintenance staff in one or more areas of the building trades. This job class functions at a full supervisory level of classification.

SUPERVISOR: Assistant Director, Construction/Maintenance and Operations

TYPICAL DUTIES

Plans, directs, coordinates, and supervises the work of assigned maintenance staff in the maintenance, repair, alteration, and/or construction of District's buildings, facilities, and equipment

Performs specialized skilled work in one or more areas of the building trades in the maintenance, repair, alteration, and/or construction of District buildings, facilities, and equipment

Receives, prioritizes, and assigns work orders

Trains and inspects the work of assigned maintenance staff for accuracy and completion

Estimates time and materials costs

Plans, implements, and budgets preventive maintenance program for District buildings, facilities, and equipment within assigned skilled trade(s) area(s)

Confers with school site administrators to clarify, schedule, and coordinate needed maintenance work to be done

Contacts/confers with vendors regarding specifications, availability, and costs of materials/supplies needed

Prepares requests for purchase orders for supplies and equipment needed for assigned area(s) and submits to purchasing department

Receives, inspects for purchase order compliance, and stores maintenance equipment and supplies

Assists in the preparation of departmental budget

Maintains appropriate maintenance records and files; prepares related reports

Performs other duties as assigned

EMPLOYMENT STANDARDS

Possession of a valid and appropriate California Driver's License

Knowledge of the methods, procedures, equipment, and tools of the building trades as it relates to assigned area(s) of expertise (e.g. carpentry, electrical, plumbing, painting, etc.)

Knowledge of the safety rules and regulations applied to the building trades

Knowledge of the principles and practices of supervision and training

Ability to read and interpret blueprints, sketches, and diagrams

Ability to prepare accurate time and material estimates for assigned projects

Ability to plan, schedule, direct, supervise, and evaluate the work of others

Ability to understand and follow a variety of complex oral and written instructions in an independent manner

Ability to safely use and operate a variety of hand tools, power tools, and other equipment used for building maintenance purposes

Ability to quickly and effectively diagnose maintenance and repair problems and take appropriate action to resolve same

Ability to communicate effectively in both oral and written forms

Ability to maintain accurate work logs and records and to prepare related reports

Ability to perform mathematical calculations using addition, subtraction, multiplication, and division

Ability to work safely and effectively on ladders, scaffolding, rigging, and roofs of varying heights

Ability to meet the physical requirements necessary to safely and effectively perform assigned duties

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

Creation date: 10/85