

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Maintenance Leadman/Supervisor

DEPARTMENT/DIVISION: Maintenance and Operations

POSITION SUMMARY:

Under direction of the Director of Maintenance, to assist in the planning, organizing and supervising the building maintenance of the District.

ESSENTIAL FUNCTIONS:

1. Maintains a close working relationship with the Director of Maintenance.
2. Accepts responsibility for assisting in developing and planning a systematic program of maintenance of the building within a budgetary limitation of the District.
3. Accepts the responsibility for the day-by day care of buildings.
4. Supervises all maintenance employees.
5. Performs and supervises a variety of maintenance work, carpentry, plumbing, electrical projects.
6. Performs work as locksmith, repairs all installation and construction work.
7. Operates any and all District owned equipment and vehicles.
8. Helps plan and prioritize work schedules for maintenance personnel.
9. Prepares work orders and reviews them with subordinate personnel.
10. Prepares work schedule of renovation and repair of building facilities.
11. Estimates cost of projects.
12. Consults with Director of Maintenance and Operations regarding budget request.
13. Advises Director of Maintenance and Operations of projected maintenance needs.
14. Requisitions materials for building maintenance and repair work.
15. Keeps records of jobs planned, in progress and completed.
16. Supervises and trains maintenance employees and assist with employee evaluations.
17. Prepares and submits oral and written reports.
18. Performs other related duties as required.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed for the position described. Two years of experience as a journeyman in one of the building trades, including one year of experience in supervisory or lead capacity; possession of an appropriate California driver's license and be insurable. High School Diploma or equivalent is required.

SKILLS AND QUALIFICATIONS:

1. Knowledge of tools and materials used in the building trade
2. Knowledge of working practices and methods of the building trades, materials, equipment and working procedures.
3. Knowledge of methods required in a school district building program.
4. Knowledge of the repair and construction of school buildings.
5. Ability to effectively train and supervise maintenance workers and conduct inspections of work in progress.

POSITION TITLE:

Maintenance Leadman/Supervisor

SKILLS AND QUALIFICATIONS: Continued

6. Knowledge of safe work practices.
7. Ability to help plan district-wide maintenance programs.
8. Ability to read and interpret building plans.
9. Ability to prepare estimates of material and labor costs of maintenance projects.
10. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.
11. Ability to recommend removal of safety and fire hazards at schools and other facilities located within the District.
12. Must pass required physical examination.

PHYSICAL REQUIREMENTS:

Employees in this position must be able/have the ability to:

1. Sit, stand and/or walk for extended periods of time.
2. Bend, squat, stoop and/or climb for extended periods of time.
3. Reach above shoulder level, push/pull for extended periods of time.
4. Lift and/or carry up to 100 pounds at shoulder level.
5. Do repetitive foot movements for extended periods of time.
6. Do repetitive hand/arm movements (grasp/pinch, etc.) for extended periods of time.
7. Must be able to work with moving machinery for extended periods of time.
- 8.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors repairing, replacing, servicing equipment and completing paper work. Employees will also be required to work outdoors on uneven ground repairing, replacing and servicing equipment in all weather. Exposure to noise, dust, and fume levels will vary depending on equipment and projects. As required, must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

SALARY: Classified range 53

Adopted: TUSD 1/13/98

Revised: TUSD 12/14/99