

BRIEF DESCRIPTION OF POSITION

Under the direction of the Director, Maintenance and Operations, coordinates, and performs maintenance, repair, facilities, grounds keeping and necessary day custodial activities; schedules, coordinates, and trains grounds maintenance staff.

STATEMENT OF TYPICAL DUTIES

- a. Coordinates and performs semi-skilled to skilled maintenance, repair, grounds keeping and day custodial activities of an assigned school site. E
- b. Schedules, coordinates, trains grounds maintenance staff at assigned locations.
- c. Mows and edges lawns; trims, weeds, and prunes landscaped areas and trees; prepares and fertilizes soil; plants and waters lawns, trees, shrubs, hedges and flowers. E
- d. Coordinates and performs minor repair and construction work including but not limited to electrical, plumbing and heating, carpentry, painting, etc.; works from blueprints, drawings, sketches or verbal instructions. E
- e. Inspects buildings and facilities to ensure proper up-keep and safety standards. E
- f. Orders materials and supplies for grounds and maintenance needs; recommends the purchase of necessary equipment. E
- g. Receives, stores, issues and maintains control of all site maintenance and grounds materials, supplies and equipment. E
- h. Coordinates and participates in the preparation and clean-up of all playing fields, and other necessary facilities for athletics and other school activities. E
- i. Operates a variety of grounds and maintenance tools, equipment and machines. E
- j. Prepares and maintains records and reports related to grounds, maintenance and repair activities and assignments. E
- k. Performs other duties and assumes responsibilities as may be assigned by proper authority. E

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic electrical, plumbing, carpentry, painting and maintenance skills.
- Trades used in building and equipment maintenance, alterations and repair.
- Methods, equipment and materials used in grounds and maintenance trades.
- Proper use of tools; methods of storing equipment, materials and supplies.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Technical aspects of field of specialty.
- Appropriate safety practices and procedures.
- Applicable building codes and regulations.

Ability to:

- Assess the need for maintenance and repair.
- Plan and carry out work schedules.
- Train personnel and provide work direction.
- Coordinate, perform semi-skilled maintenance work in the general maintenance, repair and construction of District facilities and equipment and in grounds maintenance activities.
- Schedule, coordinate and train grounds maintenance staff.
- Operate a variety of tools, equipment and machines utilized in grounds and maintenance trades safely and efficiently.
- Operate a variety of tools and equipment related to assigned function including trucks, tractors, forklifts, saws, drill presses, grinders and welding equipment.
- Work from blueprints, shop drawings and sketches.
- Maintain routine records.

- Understand and follow oral and written directions.
- Observe and comply with applicable building codes and regulations.
- Plan and organize work.
- Establish and maintain cooperative and effective working relationships with others.

Perform manual labor outdoors in temperature extremes for extended periods of time; establish and maintain effective working relationships with fellow employees; deal courteously with customers, and the public; read and interpret blueprints, and other work diagrams with the assistance of section skilled tradesman as needed; and assist skilled roving maintenance technician/worker with remodeling projects.

CLASSIFICATION CHARACTERISTICS:

This is the working grounds lead position with responsibility for providing direction to grounds maintenance crew performing similar work.

CLASSIFICATION RESPONSIBILITIES:

Depending on assignment, duties may include:

- Making routine plumbing repairs (example: repairing leaks, unplugging toilets and drains, etc.); replacing light bulbs and fluorescent lights, and making electrical related repairs (example: replacing electrical receptacles, etc.); performing routine carpentry work.
- Minor paint jobs, door stops, cabinet doors, tile, adjustable shelving, setting forms for concrete, etc.); performing preventive maintenance on heating, ventilation, and air conditioning (HVAC) systems.
- Replacing belts, air filters, etc.); making roof repairs; installing glass, screens, refrigerators, and minor grounds and landscape irrigation repairs; installing forms and header boards; grading dirt areas; and operating trenchers and soil augers.
- More difficult or skilled work may be performed under the direct supervision of a Facilities Foreman or skilled maintenance technician/worker. Specific duties performed may vary by assignment. This class performs related work as required.

EDUCATION & EXPERIENCE: High School Diploma or GED and three years of experience to demonstrate skills and abilities in building maintenance, preferably in a school environment.

LICENSE & OTHER REQUIREMENTS: Valid California Driver’s License.
Must be willing to work off hour shifts and overtime as necessary.
Must be willing to be exposed to dust, dirt, a variety of chemical, paint, and spray product fume when repairing, using appropriate safety precautions when operating equipment and power tools.
Must be willing to be exposed to noise from hammers, saws and other power tools.

PHYSICAL CHARACTERISTICS: Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects weighing up to 50 pounds; stand for prolonged periods; climb and work in tiring and uncomfortable positions, see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

WORKING CONDITIONS: Indoor and outdoor environment.

WORK YEAR: 12 Months

SALARY: Range 21

BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance