

JOB DESCRIPTION

Title:	Maintenance Lead (Classified)	Reports To:	Director of Maintenance, Operations and Facilities
Department:	Maintenance, Operations and Facilities (MOF)	Bargaining Unit:	<input checked="" type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> Confidential <input type="checkbox"/> AEA <input type="checkbox"/> Management <input type="checkbox"/> Unrepresented
Hours:	Full-time	No. of Work Days:	261 Days
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input checked="" type="checkbox"/> New job description
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Principal/Co-Principal/Assistant Principal <input type="checkbox"/> Certificated District Office Management <input type="checkbox"/> Classified District Office Management <input type="checkbox"/> Certificated Coordinator <input type="checkbox"/> Confidential <input type="checkbox"/> Classified Coordinator <input type="checkbox"/> CSEA 27 <input type="checkbox"/> Occupational Therapist <input checked="" type="checkbox"/> CSEA 860 Range 66 <input type="checkbox"/> Psychologist/Behavioral Specialist <input type="checkbox"/> AEA		

GENERAL SUMMARY OF DUTIES:

Under the general direction of the Director of Maintenance, Operations and Facilities (MOF) or designee, will provide leadership for all maintenance trade and grounds personnel by planning, scheduling and assigning maintenance work orders. In addition, the Maintenance Lead will order and prepare supplies and equipment to enable maintenance staff to complete scheduled maintenance work, will provide routine inspections of maintenance work performed, and report back to the site administration and MOF management on status of each maintenance trade work order and work being performed.

DUTIES OF THE JOB:

This description reflects the principle job elements and is not intended to be an exhaustive list of all required duties, knowledge, or abilities.

- Provide responsible leadership for maintenance crew(s): receive and review incoming work orders; plan, organize, prioritize and assign daily work for maintenance and grounds staff, distribute work orders and dispatch crews to work sites as appropriate.

**E – Essential Function*

Crews include a combination of carpentry, plumbing, electrical, roofing, glazing, welding, HVAC, irrigation, grounds and Preventive Maintenance (PM) staff. *E*

- Perform as a team member in the trade in which he/she holds journeyman status and in Preventive Maintenance (PM) and Grounds team, too. *E*
- Assign and develop schedule for Preventative Maintenance Technicians to assist Trade Workers as needed. Competent in a variety of computer applications such as Microsoft Windows based applications and work order systems *E*
- Report daily the following information: *E*
 - PM Work status – work assigned, planned and completed.
 - Trade work status – work assigned, planned and completed.
 - Overall work order progress.
 - Specific project status reports.
 - Scheduling requirements.
 - Estimating cost of labor, supplies, tools and equipment needs.
- Required to perform other duties as assigned.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Must have appropriate, valid California Driver's license and be insurable by the District's carrier.
- Must be certified to operate forklift, if/as needed by the job.
- Minimum of five (5) years of journeyman level experience in the building maintenance construction field or ten (10) years of increasingly responsible maintenance work, including a wide variety of skilled trade work with some experience in the supervision of maintenance projects and maintenance work crews.
- Graduation from a technical school is desired.
- General Contractor's License (CCL) is desired.

KNOWLEDGE AND SKILLS:

- Methods, materials, tools and terminology used in maintaining grounds, facilities and buildings in good repair; including specific and working knowledge in one or more major trade fields.
- Proper methods, practices, materials, tools, terminology and equipment used in grounds and maintenance work.
- Assures safe work practices: knowledge and compliance of applicable federal, state and local requirements, regulations and safety precautions.
- Proper use of leadership and supervision principals and ability to train maintenance employees in proper methods, practices, materials, tools, terminology and equipment used in grounds and maintenance work.
- Applicable building codes, California Education Codes and Public Contract Codes for laws and ordinances pertaining to school facilities.
- Ability to use computer hardware and software to competently operate work order system.

**E – Essential Function*

- Budget, record keeping and data reporting techniques.
- Methods and practices inspection.
- Hazardous materials: safe use and disposal of herbicides and chemicals used in grounds and maintenance work.
- Methods and practices used in building security systems.
- Ability to successfully meet the expectations of the typical duties listed above.
- Meet District standards of professional attitude.
- Establish and maintain cooperative and effective working relationships with others.
- Supervise the work of assigned staff.
- Plan, schedule and assign grounds and maintenance activities.
- Prioritize and assign maintenance work orders daily.
- Work from blue prints, show drawings and sketches.
- Inspect facilities for maintenance and repair needs: fire, life, health and safety hazards.
- Read, interpret, apply and explain rules, regulations and procedures.
- Observe legal and defensive driving practices.
- Prepare and maintain records and reports pertaining to maintenance work orders.
- Operate hand tools, power tools and other equipment used in grounds and maintenance work.
- Meet schedules and keep timelines.
- Effectively comprehend and communicate orally and writing in English.

SUPERVISES:

Maintenance trade and grounds personnel.

PHYSICAL REQUIREMENTS:

Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	4
Twist	3		Lift/carry 11-25 lbs	4
Squat	3		Lift/carry 26-40 lbs	3
Kneel	3		Lift/carry 41-100 lbs	2
Climb	2		Stand	4
Reach above shoulder	4		Walk	4
Grip/Grasp	4		Sit	3
Extend/Flex Neck	3		Drive	4
Use Right Hand	4		Perform Repetitive Hand Motions	3
Use Left Hand	4		Keyboarding/Mouse Work	3
Ability to See	4		Ability to Hear	4

**E – Essential Function*

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**E – Essential Function*

Maintenance Lead job description
BOE approved 8/24/10