

Job Title:	<b>Bond Preventative Maintenance Technician Lead</b>	Job Code:	<b>5054</b>
Job Family:	<b>Trades</b>	FLSA Status:	<b>Non-Exempt</b>
Pay Program:	<b>Classified</b>	Shift Differential:	<b>Yes</b>
Typical Work Year:	<b>12 months</b>	Pay Range:	<b>G17</b>

**SUMMARY:** Prioritize, schedule, assign and perform preventative/predictive maintenance (PM) program and inspection of building, mechanical and grounds elements including, but not limited to HVAC, plumbing, electrical, painting, carpentry, hardscape and landscape. Perform and oversee snow removal from parking, pedestrian and play areas when needed. Provide leadership, and craft-specific guidance and employee evaluations. The work schedule for this position will vary based on task. Respond to after-hours emergencies and snow removal.

**This position is funded by 2016 bond proceeds and is anticipated to be funded for 3 to 5 years.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Perform and oversee general HVAC, plumbing and electrical maintenance including but not limited to filter replacement, cleaning and lubrication of components, clean drains and replace bulbs.	D	30%
2. Perform and oversee general painting and carpentry maintenance. May include, but not limited to preparation and painting of walls, parking lots, athletic fields, ceiling tile replacement and roof maintenance.	D	25%
3. Perform and oversee general landscape and grounds maintenance. May include, but not limited to irrigation head replacement, mowing, playground surfacing and fence tying.	D	20%
4. Assist maintenance trade positions as requested. Ensure appropriate and efficient use of repair parts and tools provided by the district.	D	10%
5. Perform and oversee snow removal from parking, pedestrian and play areas when needed, utilizing loaders, plows, shovels, tractors, etc. Apply pre- and post-ice control material.	M	5%
6. Represent department management in after-hours "on call" status	M	5%
7. Perform other job-related duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Must be at least 18 years of age.
- Minimum (3) years of experience in general maintenance required, (5) years preferred.
- Minimum (1) year of supervisory experience.
- Must successfully complete the current district training for supervision of Classified Staff within one (1) year of entering position.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver's license.
- A copy of an individual Motor Vehicle Record must be submitted at time of application.
- Completion of a related career and tech ed. program or similar certifications in one or more trades preferred.
- Commercial driver's license (CDL) with Class A endorsement required.
- Successful Completion of a Department of Transportation (DOT) Physical required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to demonstrate proficiency in areas of certification.
- Problem solving skills.
- Knowledge of electrical, plumbing, HVAC, carpentry, hardscape and/or landscape installation and maintenance.
- Supervisory skills.
- Ability to lead and train others.
- Knowledge of district safety training.
- Ability to manage multiple tasks with frequent interruptions.

- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to comply with Maintenance On-Call Policy.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers, peripherals and Microsoft Word and Excel.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of trucks, trailers, power tools, hand tools and landscape construction equipment.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Facilities/ Maintenance Assistant Director	040701

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	Preventative Maintenance Technician	4-6	5053

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Reviews all departmental purchases.
- Ensures department stays within identified budget.
- Maintain supplies, inventory and equipment.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand				X
Walk				X
Sit		X		
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk		X		
Hear			X	
Taste	X			
Smell		X		

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>

	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyse	X			
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute	X			
Synthesize	X			
Evaluate		X		
Interpersonal Skills		X		
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or air borne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	