

**PLEASANTON UNIFIED SCHOOL DISTRICT**  
**Job Description**

<b>Title:</b>	Lead Skilled Maintenance Worker	<b>Reports to:</b>	Program Administrator/Supervisor
<b>Job Category:</b>	Maintenance/Operations/Facilities/Transportation	<b>Classification Unit:</b>	Classified
<b>Board Approval:</b>	5/21/2020	<b>Current Salary Grade:</b>	30
<b>Job Description Revised:</b>		<b>FLSA Status:</b>	Non-Exempt

**JOB SUMMARY:**

Under the general supervision of a Program Administrator/Supervisor, lead, organize and participate in a variety of general and skilled activities involved in the maintenance and repair of designated facilities, utilities, grounds, and equipment; plan and organize work schedules for skilled and general maintenance workers; assist in the development and implementation of maintenance and repair projects; oversee new construction projects; train and provide work direction and guidance to assigned personnel.

**ESSENTIAL FUNCTIONS:**

- Lead and participate in a variety of general and skilled activities involved in the maintenance and repair of designated facilities, utilities, grounds, and equipment including tasks in electrical work, heating, ventilation, and air conditioning (HVAC), carpentry, gardening, plumbing and painting.
- Lead the day-to-day activities of the District's maintenance to ensure assignments are completed in a safe, proper and timely manner; maintain a safe environment for students and staff.
- Assist in the development and implementation of maintenance and repair projects; monitor, assess, and modify activities in response to project progress.
- Inspect buildings and facilities, including repair work, building and grounds projects, equipment, and daily work orders; determine maintenance and repair needs; recommend removal of fire, safety, and other health hazards; provide guidance to staff regarding safe work practices.
- Train and provide work direction to assigned personnel.
- Assign maintenance employee duties.
- Move and arrange furniture and equipment; maintain, repair, and assemble cabinets, bookcases, and a variety of other furniture and equipment.
- Prepare various surfaces for painting and apply paint; replace windows as needed; repair and install locks and security devices.
- Replace light bulbs and ballasts; perform minor electrical repairs such as repairing or replacing wiring, fixtures, switches, receptacles, and lighting circuits.
- Implement assigned programs and projects to conform with administrative, State and federal requirements.
- Perform regular safety checks of facilities to ensure compliance with established laws, codes, and regulations; check fire extinguishers and smoke alarms to ensure proper operation as assigned; service and perform minor repairs on HVAC systems.
- Safely operate a variety of equipment including hand and power tools and lifts; maintain tools and equipment in safe and operating condition.
- Drive a District vehicle to conduct work.
- Organize and plan assigned tasks; participate in minor renovation projects in designated facilities.

- Oversee alterations, maintenance, and repair projects for the District school and office buildings, structures, facilities, and grounds; ensure jobs are completed efficiently and within specifications; perform minor plumbing duties as necessary; inspect and repair leaks, obstructions, and general system failures.
- Maintain and repair office machines and maintenance equipment as requested; repair, install, and maintain playground equipment as required; operate a computer and assigned software.
- Lock and unlock doors and gates as directed; turn lights on and off; maintain security of assigned areas according to established guidelines.
- Prepare a variety of reports, records, and files related to assigned responsibilities and staff activities; maintain various records related to assigned activities; recommend long-term and short-term plans, departmental policies, procedures, and actions; provide direction for meeting the District's goals and objectives.
- Monitor inventory levels of maintenance supplies as required; order, receive, and maintain inventory of supplies as assigned.
- Respond to emergency situations to resolve immediate safety concerns.
- Communicate with personnel to exchange information and resolve issues or concerns; confer with Director and assist with coordination of day-to-day maintenance activities to ensure the proper and efficient maintenance and repair of District buildings, facilities, and grounds.
- Attend meetings and trainings related to assigned activities.

**OTHER JOB-RELATED DUTIES:**

- Perform related duties within the scope of the job classification as assigned.

**REQUIRED QUALIFICATIONS:**

Knowledge of:

- General methods, materials, tools, terminology, and equipment used in the building and grounds maintenance trades.
- Proper methods of storing equipment, materials, and supplies.
- Requirements of maintaining facilities, utilities, and equipment in good repair.
- Operation of a variety of hand and power tools and equipment.
- Applicable building codes, ordinances, fire regulations, and safety precautions.
- Applicable digital work order systems.
- Appropriate safety precautions and procedures.
- Principles of training and providing work direction.
- Recordkeeping techniques.
- Oral and written communication skills.
- Proper lifting techniques.
- Maintenance programs, and State and federal requirements regarding maintenance at school sites.
- Pertinent codes, regulations and laws.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Lead and participate in a variety of general and skilled activities involved in the maintenance and repair of designated facilities, utilities, grounds and equipment.
- Assist in the development and implementation of maintenance and repair projects.
- Train and provide work direction and guidance to assigned personnel.

- Receive and respond to routine maintenance requests.
- Move, maintain, repair and assemble furniture and equipment.
- Perform minor electrical and HVAC maintenance, replacements and repairs.
- Prepare various surfaces for painting and apply paint.
- Replace light bulbs and ballasts.
- Inspect and repair leaks, obstructions and general plumbing system failures.
- Estimate material and supply needs.
- Observe health and safety regulations.
- Maintain routine records related to work performed.
- Interpret and apply applicable building codes, ordinances, fire regulations and safety precautions.
- Communicate effectively both orally and in writing.
- Perform heavy physical labor.
- Gather, collate, and/or classify data.
- Work with a variety of data and utilize a variety of job-related equipment.
- Problem solve to analyze issues and create action plans.
- Operate and maintain a variety of job-related equipment including hand and power tools and lifts.
- Organize and prioritize work to meet deadlines, timelines, and schedules.
- Read technical information, compose a variety of documents, and facilitate group discussions.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: Targeted job-related education that meets organization's prerequisite requirements.

Experience: Job-related experience within specialized field with increasing levels of responsibility is required.

Required licenses, certificates, continuing education, training and other requirements:

- Valid driver's license.

**DESIRABLE QUALIFICATIONS:**

- N/A

**WORKING CONDITIONS:**

Environment: Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a vehicle to conduct work. The job is performed under some hazardous conditions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Dexterity of hands and fingers to operate a variety of tools and equipment.
- Occasional lifting, carrying, pushing, and/or pulling.
- Frequent climbing and balancing.
- Frequent stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 25% sitting, 50% walking, and 25% standing.

Hazards:

- Working around and with machinery having moving parts.
- Exposure to chemicals and fumes from paints and solvents.
- Working at heights.

**OTHER:**

Required Testing:

- Pre-employment Test.

Clearances:

- State mandated training
- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.

*Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.*