



Job Description

POSITION CODE: 689
Classified Group: CSEA
Salary Range: 32
Work Days: 261
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POSITION TITLE: Lead Building Maintenance Technician

DEFINITION: Under general supervision, performs semi-skilled tasks in the general maintenance and repair of school buildings, facilities, and equipment. This is the working lead level.

DIRECTLY RESPONSIBLE TO: Supervisor, Building Maintenance

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Attends pre-construction meetings and inspects pre-construction blueprints in order to provide input for upcoming projects.
2. Establishes priorities for the shop; plans, assigns, inspects, and directs the work of district Building Maintenance Technicians.
3. Attends pre- and post-construction walkthroughs at sites for conformity with codes and regulations.
4. Conducts on-site survey of work to be performed.
5. Computes time and material costs by estimating labor hours and ordering materials by telephone, fax, or online.
6. Coordinates with other shops and departments to complete work.
7. Ensures safety precautions are observed.
8. Loads trucks with furniture, building material, supplies or debris, and delivers loads to destination.
9. Assists with a variety of miscellaneous maintenance and repair tasks.
10. Repairs furniture, desk tops, cafeteria tables, drapes, venetian blinds, and cords.
11. Repairs or replaces damaged tiles in ceilings and walls.
12. Removes and disposes of floor tiles.
13. Lays out and measures for flooring.
14. Installs and repairs flooring including linoleum, wood, VCT, and ceramic tile.
15. Installs various types of baseboards.
16. Performs rough carpentry work.
17. Patches inside and outside walls, floors, parking and play areas, and other surfaces.
18. Repairs a variety of door stops.
19. Removes partitions in bathrooms when repairing floors.
20. Repairs or patches carpet.
21. Repairs basketball and volleyball court kits in gym floors.
22. Repairs/patches stucco.
23. Maintains and repairs flag poles.
24. Mixes, pours, and finishes concrete.
25. Initiates, modifies, and closes work orders in automated system.
26. Operates aerial lift, powered industrial truck, district vehicle, and a variety of hand and power tools.
27. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Experience in general construction and/or building maintenance work.

Licenses and Certificates:

- Valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring the license
- Must possess or attain a Powered Industrial Truck Operator Safety Certification within 12 months of employment
- Must possess or attain an Aerial Lift Operator Safety Certification within 12 months of employment

Knowledge, Skills, and Abilities:

- Knowledge of basic methods, materials, tools, equipment, hazards, and safety precautions of the building maintenance trades
- Knowledge and skill in use of computers and assorted software programs
- Ability to use a variety of hand and power tools
- Ability to understand and follow verbal and written instructions
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor/outdoor work environment
- Seasonal hot/cold weather
- Moderate noise from equipment
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Inspect documents and other written materials with fine print
- Operate tools and equipment requiring repetitive hand movement and fine coordination
- Move about schools and facilities to conduct work, including climbing, balancing, bending, stretching, stooping, kneeling, crouching and remaining in a stationary position for long periods of time
- Transport, move, and lift objects weighing up to 75 pounds
- Ascend/descend ladders
- Communicate to exchange information in person, with small groups, and/or on the telephone

Hazards:

- Work near moving mechanical parts
- Work in high or precarious places
- Exposure to fumes or airborne particles
- Exposure to vibration

Other Characteristics:

- Willingness to respond to emergency calls at night or on weekends

Lead Building Maintenance Worker

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This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved:	8/9/2017
Adopted:	1/29/1988
Revised:	3/17/1995
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