

**OROVILLE UNION HIGH SCHOOL DISTRICT  
JOB DESCRIPTION**

**JOB TITLE: MAINTENANCE & OPERATIONS LEAD**

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SALARY LEVEL:	24	DIVISION:	Classified
DEPARTMENT:	Maintenance	LOCATION:	District
REPORTS TO:	Director, Maintenance		
APPROVED BY:	Board of Trustees	DATE:	8/15/2018

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**SUMMARY:** Under direction, leads, oversees and participates in the general maintenance and custodial services; repair and upkeep of buildings, facilities, grounds and equipment; performs a variety of tasks relative to the assigned area of responsibility.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other related duties may be assigned.*

Insures that buildings, equipment and grounds are maintained in a safe, clean and orderly condition in accordance with fire, life and safety regulations; maintains department inventory records and files; prepares reports; assist supervisor in scheduling, assigning and inspecting the work of staff; perform walk-through inspections of all buildings and facilities to ensure quality control of maintenance, grounds and custodial services provided to assure tasks are performed in a timely manner; repairs and treats structures such as floors, showers, sinks, walls, roofs, stairways, and carpets; cleans debris from roof gutters as necessary; repairs irrigation systems; troubleshoots, repairs and adjusts locks on doors, cabinets, desks, closets; repairs door hinges; cleans plugged key slots; inspects various ventilation units, maintains hand and power tools in working condition, maintains and services kitchen equipment; installs fire extinguishers and maintains a service schedule; assists in the coordination of training other staff in various maintenance and custodial tasks; monitors site deliveries; as directed, contacts appropriate outside agencies as needed to schedule service by trained personnel, inspections, obtain required permits and arrange for disposal of hazardous waste and chemicals; moves or arranges for moving of furniture and equipment; empty and clean trash receptacles; sweep and scrub building floors; strip, seal, wax and buff tile floors; vacuum traffic areas; spot and shampoo carpets; Dust and clean office furniture; clean upholstery, sofas and chairs as needed; sets up and breaks down for various events; opens and closes school campuses and other site buildings; activates and deactivates building alarms; performs facility and grounds inspections; responds to emergency situations in a timely manner; attends meetings as required; ensures personnel are following policies and procedures; performs lead functions as assigned by the Maintenance Director.

- Performs or assumes lead responsibility in skilled maintenance, grounds and custodial work.
- Does carpentry work from plans, oral instructions, sketches and blueprints.
- Builds cabinets, assembles school equipment, and installs hardware.
- Constructs repairs or remodels buildings or related structures.
- Repairs heating and ventilation systems.
- Prepares paints or repaints structures, furnishings, wood, and metal using required tools.
- Makes plumbing or electrical installations or repairs.
- Oversee and participate in the development of goals and procedures for maintenance, grounds and custodial, operations and service.
- Troubleshoot and perform minor repairs to buildings, fixtures, and equipment as needed;
- Perform related duties as required.

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**QUALIFICATION REQUIREMENTS:** 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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** Any combination equivalent to graduation from high school and journey level experience in one or more building trades. Knowledge of tools, materials and practices associated with building and grounds maintenance, including woodworking, heating and ventilation systems, plumbing and electrical installations, refrigeration systems, welding, concrete finish and masonry is essential.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small groups.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commission, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES AND LICENSES:** California Driver's License. A Willingness to obtain the Integrated Pest Management Certification, Lead Renovator Certification, EPA 608 Certification, AHERA accreditation in asbestos management and pest control applicator certificate.

**OTHER SKILLS AND ABILITIES:** Ability to work from sketches, drawings, and blue prints; use required tools and equipment skillfully and safely. Ability to perform maintenance and repair activities. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to sit. The employee frequently must squat, stoop, or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb ladders. The employee will frequently bend or twist the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 75 pounds such as a tool box. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadline with severe time constraints. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.