

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE TECHNICIAN - LEAD

BASIC FUNCTION:

Under the direction of the Director-Facilities, lead and participate in a variety of activities involved in the general maintenance and repair of designated facilities, utilities, grounds and equipment; respond to maintenance requests from office and personnel related to facilities issues; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead and participate in a variety of activities involved in the general maintenance and repair of designated facilities, utilities, grounds and equipment including tasks in electrical work, heating, ventilation, and air conditioning (HVAC), carpentry and plumbing; assure a safe environment for students and staff.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures; participate in the completion of daily work orders.

Respond to maintenance requests from office and personnel related to facilities issues; follow up on completion of maintenance requests as needed; assist in the development and implementation of maintenance repair projects.

Perform plumbing repairs; assist with installing, repairing and maintaining fixtures, toilets and sinks; install, replace and repair pipes as assigned by the position; unclog drains; perform some locksmithing, repairs.

Perform electrical repairs; install and repair ballasts; install new electrical systems and equipment; troubleshoot and resolve electrical malfunctions.

Assist in installing, maintaining and repairing heating, ventilation, air conditioning and refrigeration systems including ice machines, refrigeration units and boilers as directed.

Communicate with personnel to exchange information and resolve issues or concerns; facilitate communication between administrator and maintenance personnel.

Monitor inventory levels of maintenance supplies as required; order, receive and maintain inventory of supplies as assigned; check and respond to emails related to purchases as assigned.

Check water samples periodically to assure established quality standards and specifications are met.

Operate and maintain a variety of maintenance equipment including a variety of hand and power tools, electrical meters and plumbing equipment; drive a vehicle to conduct work; schedule filter replacement and preventative maintenance for HVAC and refrigeration systems.

Attend meetings with directors and administrators as assigned; confer regularly with assigned director to discuss priority of maintenance issues.

Maintain various records related to assigned activities.

Provide routine first aid/CPR to injured students according to established procedures as needed; notify parents of ill or injured as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General methods, materials, tools, terminology and equipment used in the building and grounds maintenance trades.

Standard tools, equipment, materials, methods and techniques used in maintenance and repair of electrical, HVAC and plumbing systems.

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 and ordinances.

Appropriate safety precautions and procedures.

Principles of training and providing work direction.

Blueprints for assigned trades.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Proper lifting techniques.

ABILITY TO:

Lead and participate in a variety of general and semi-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.

Operate a wide variety of hand and power tools and equipment.

Move, maintain, repair and assemble furniture and equipment.

Perform electrical and HVAC maintenance, replacements and repairs.

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.

Read and understand blueprints and written instructions and perform skilled work according to plans, specifications and instructions.

Interpret and apply applicable building codes, ordinances, regulations and safety precautions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Perform heavy physical labor.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible experience in maintenance work in one or more of the building maintenance trades.

LICENSES AND OTHER REQUIREMENTS:

Valid first aid and CPR certificate issued by an authorized agency.

Valid California Class C driver's license.

Valid EPA Universal Certification.

Valid and appropriate Water Quality Certifications within a designated probationary period.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Regular exposure to fumes, dust and odors.

Seasonal heat and cold or adverse weather conditions.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools.

Standing and walking for extended periods of time.

Seeing to perform repairs.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling heavy objects as assigned by position.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Climbing ladders.

Heavy physical labor.

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.

Chemical fumes.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017