TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Lead Maintenance Worker **CLASSIFICATION: Classified**
DEPARTMENT: Maintenance and Grounds

REQUIREMENT

Must have a broad knowledge of physical plant maintenance and operations' activities and requirements, and at least a journeyman level working knowledge of the electrical, plumbing, carpentry, heating, and air conditioning and refrigeration crafts. Must be able to read and understand blueprints, specifications and related building and construction codes and regulations, and supervise and instruct others in the accomplishment of related M & O activities.

FUNCTION

Under the supervision of the Coordinator of Facilities, Maintenance, Grounds and Transportation, performs duties of a nature including training, scheduling, organizing, investigating, directing and supervising the work involving maintenance and operation of District physical plant; performs other related duties.

WORK PERFORMED

- Directs and supervises craftsmen in the performance of maintenance and operations activities. Insures quality workmanship and compliance with codes and regulations.
- Generates, receives, prioritizes and schedules service orders.
  - Investigates and organizes service orders into emergency, routine, cyclic maintenance, non-routine maintenance, major repair and capital improvement categories. Insures preventive maintenance program is activated and carried out.
  - Establishes inventory level of material to assure availability for normal anticipated repetitive type maintenance.
  - Orders specialized material as needed
  - Assigns work, providing appropriate instruction and direction regarding diagnoses, requirements, and job completion.
  - Develops and maintain maintenance backlog information.
- Diagnoses and specifies work for non-routine maintenance and major repair; schedules work and requisitions materials and manpower
  - By on-going periodic inspection, ascertains the physical condition of facilities throughout the District.
  - Establishes non-routine maintenance and major repair requirements
  - Estimates labor, material and equipment requirements
  - Recommends projects for the Deferred Maintenance program
  - As directed, prepares scope of work and specifications for accomplishment by in-house work force or contract, as appropriate, and initiates action
  - Supervises and monitors work

- Organizes, maintains and schedules preventive maintenance programs and records
  - Investigates and determines preventive maintenance requirements
  - Prepares and recommends annual preventive maintenance calendar and activates appropriate work schedules
  - Directs and inspects work to ensure compliance and testing for quality control
  - Controls and monitors outside contracts for compliance
- Assists in development of budget(s}
- Monitors outside contracts for timeliness, quality of workmanship and materials, safety practices, and compliance with construction codes and regulations. Recommends corrective actions, if required.
- Develops, maintains and conducts on-going cross-training program. Recommends order of priority for accomplishing:
  - Develops training requirements
  - Recommends order of t:taining priorities
  - Conducts cross training and safety meetings
  - Establishes and maintains a log of training received by maintenance workers
- Assists supervisor and others as required in meeting the demands of the maintenance and operations activities. Provides input on job performance of the maintenance workers.

ADDITIONAL CONSIDERATION

Equipment:
Knowledge of all equipment of the nature required for full physical plant operation, maintenance and repair.

Special Materials:
Knowledge of all materials of the nature required for full physical plant operation, maintenance and repair.

Surroundings:
Typical school plant facility and utilities, variable weather, light heat, etc.

Hazards:
Caution in use of and working around equipment, materials and pressurized fluids, climbing and lifting (90lbs).

Supervision Exercised:
Moderate to high

Supervision Received:
Moderate to high

QUALIFICATIONS

12 years education and 2 years' experience as a lead or supervisor in maintenance, or 12 years education and 10 years' experience which may be a combination of journeyman level experience and higher level technical training.

OJT

1 year