



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: OPERATIONS/MAINTENANCE EMPLOYEE, LEAD
REPORTS TO: Officer of Maintenance and Operations **SITE:** PHS & Adult School
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 Month
SALARY: Range 143 - Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: October 23, 2014

JOB SUMMARY:

Under general supervision, review and participate in the work of staff responsible for providing operations/maintenance services for Peninsula High School and Adult School buildings; perform a full range of operations /maintenance services; and perform other related duties as assigned.

CLASS CHARACTERISTICS:

Positions in this class have lead responsibility for assigning work tasks to a work crew. Inspecting completed work, and training new workers. In addition, lead workers are expected to perform the full range of duties assigned to Operations /Maintenance Workers. Employees in this class are expected to use initiative to set work priorities, schedule tasks, and respond to special request for mechanical repair services.

ESSENTIAL FUNCTIONS:

1. Prioritize, assign and lead the work of staff responsible for providing operations Maintenance services for the Peninsula High School and Adult School facilities; ensure that all work is completed in accordance with proper cleaning and safety procedures, and District standards; coordinate crafts services provided by District staff.
2. Repair and maintain building structures, plumbing, equipment and electrical wiring and fixtures.
3. Service and make routines adjustments and repairs to heating, ventilating and air conditioning equipment.
4. Make minor repairs to plaster walls and sheet rock; paint walls; floors ceilings and fixtures; repair doors, furniture, playground equipment, and fencing.
5. Order and stock cleaning supplies and materials; maintain records.
6. Perform a full range of operations, maintenance, and grounds work functions including cleaning rooms, scrubbing, stripping and waxing floors; shampooing rugs; and landscaping.
7. Move and arrange furniture and set up equipment for meetings and special events.
8. Secure facilities and set alarms; lock and unlock doors, windows, and gates.
9. Communicate with school site staff to review work plans, assess priorities, and resolve minor employee relations problems involving operations /maintenance workers.
10. Responsible for daily operation of school facility.
11. Input work orders on District computer system (SPMMS).
12. On call 24/7 for alarm system.
13. Provide services and deliver supplies to our off-site facilities (Foster City and San Bruno).
14. Maintain preventative maintenance, HVAC systems; replace filters and belts as needed.

EMPLOYMENT STANDARDS:

- Candidate must be able to perform essential duties above with or without reasonable accommodation.
- Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

Education/ Training Experience:

- High school diploma or equivalent plus completion of an apprenticeship program in the mechanical trades.
- Three (3) years of experience performing journey level experience in the mechanical trade.

KNOWLEDGE OF:

- Various trades at the semi-skilled level required for the maintenance and minor repair of facilities and equipment, including the heating system.
- Methods, materials and equipment used in the mechanical trades.
- Electronics including digitally controlled gauges thermostats, and motors.
- Advanced level wiring methods and techniques.
- Methods and procedures to troubleshoot and diagnose mechanical equipment failures.
- Work hazards and safety practices associated with the mechanical trades.
- General principles of employee supervisor and evaluation.

ABILITY TO:

- Provide leadership, direction, and instruction to other operations and maintenance personnel as required.
- Interpret and work from sketches, drawings, and blueprints and schematics.
- Troubleshoot and diagnose mechanical and other defects in equipment.
- Operate, adjust and repair boilers, heating controls, air distribution, and heating systems.
- Recondition and/or install new parts of a variety of complex mechanical equipment.
- Set work priorities and work independently.
- Speak, read and write in English.
- Evaluate situations and use good judgment in taking action.
- Demonstrate proper work methods and evaluate work performance.
- Manage several tasks simultaneously.
- Respond appropriately to work requests placed by school site administrators.
- Maintain insurability to drive a district vehicle.
- Meet schedules and time lines.
- Establish and maintain effective working relationships; work cooperatively with others.
- Observe health and safety regulations.
- Observe legal and defensive driving practices.
- Maintain routine records related to work performed.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Attend required trainings and pass tests if provided.

WORKING CONDITIONS:

ENVIRONMENT/HAZARDS:

- Indoor and outdoor environment.
- Evening hours.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.
- Working around and with machinery having moving parts.
- Hazardous chemicals.
- Working in a cramped or restrictive work chamber.
- Working at various heights.

- Exposure to lubricants, fumes and other agents associated with HVAC-R; compressed gases, hydraulic and air power sources; equipment temperatures extremes.
- Standing for extended periods of time.
- Pushing and pulling cleaning equipment.
- The District provides OSHA regulated safety training as needed.

PHYSICAL DEMANDS:

- Vision sufficient to read blueprints, tape measures, and other printed material.
- Hearing sufficient to hear conversation and to hear sounds from machines and equipment.
- Speech sufficient to speak in an understandable voice.
- Physical stamina sufficient to reach, bend stoop, climb on ladders to and crawl in small places.
- Strength sufficient to lift and carry objects and equipment weighing up to 50 lbs., and move up to 100 lbs. using a dolly or hand truck.

LICENSE/OTHER REQUIREMENTS:

- Must maintain a valid California Driver License.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.