BUENA PARK SCHOOL DISTRICT

LEAD MAINTENANCE WORKER

DEFINITION:

Under the direction of the Director of Maintenance and Operations, assists in planning, organizing, coordinating, and directing maintenance and operations functions, and activities, including inspecting, monitoring, reviewing and auditing of District maintenance-related functions; assists the Director in assigning responsibilities and duties as required.

EXAMPLES OF DUTIES:

Assists in planning, organizing, coordinating and supervising the maintenance, repair and custodial upkeep and modernization of District facilities; assists in planning, organizing, and implementing operational procedures to ensure adherence to a cost effective and cost beneficial operational mode and to ensure that appropriate standards of performance are maintained; assists in planning, organizing and supervising long-range facility and equipment preventive maintenance programs; performs other duties as required.

Performs skilled tasks of general nature in maintenance, repair and construction work in the basic maintenance trades, such as carpentry, painting, electrical, audio-visual, plumbing, heating, air conditioning, locksmithing, carpet and tile installation and metalsmithing; performs a variety of functions in the construction, installation and maintenance of all District facilities.

QUALIFICATIONS:

Knowledge of:

Skilled methods, techniques, materials, tools and equipment used in maintenance, repair, construction work; rules regulations and operational procedures pertaining to the repair, maintenance and construction of District buildings, machines and equipment; safe working methods and procedures.

Ability to:

Ability to perform essential and skilled functions of the job with or without reasonable accommodation; skillfully use a variety of tools and equipment utilized in one or more of the maintenance trades; work from blueprints, shop drawings and sketches; maintain records and prepare reports; understand, develop, and carry out written and oral directions; establish and maintain cooperative working relationships; lift up to 60 pounds.

EXPERIENCE:

Three years of experience at a journeyman level in one or more of the basic maintenance trades.

EDUCATION:

Equivalent to the completion of the twelfth grade, supplemented by training in one or more of the maintenance trades.

LICENSE REQUIREMENT:

Possession of a valid California Motor Vehicle Operator's License.

CONDITION OF EMPLOYMENT:

Insurability by the District's liability insurance carrier.

WORKING CONDITIONS:

School district environment; ability, for long periods of time, to stand, walk, kneel, squat, crawl, stoop, bend; work with arms above shoulder level; repetitive use of hand, arm, and shoulder, lift, carry, push or pull up to 50 pounds; able to hear normal voice conversation; speak clearly; depth perception; have color vision/distinguish shades; see small details; see long distances; exposed to fumes, strong odors, gases;

Board Approved: April 2024