

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD SKILLED MAINTENANCE WORKER

Range 59

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform journey-level maintenance work in a variety of the building maintenance trades in the maintenance and repair of District buildings, facilities and equipment independently or on an assigned maintenance crew; participate in inspection walks and attend a variety of meetings; train and provide work direction to assigned staff on maintenance crews.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Train and provide work direction to assigned staff on maintenance crews; plan and assist work as directed; oversee work in progress to assure compliance with work orders and current building codes.

Perform journey-level maintenance, modification and repair of District buildings, facilities and equipment in a wide variety of the building trades including electrical, plumbing, carpentry, welding, roofing, painting and others; assure compliance according to established Uniform Building Codes.

Perform troubleshooting and repair to electrical fixtures, equipment, systems and other installations; replace light fixtures, ballasts, switches, fuses, circuit breakers, conduits and other electrical accessories running power for sub panels; install sub panels.

Install, replace, modify and repair water, sewer and natural gas lines and other plumbing fixtures according to established procedures; cut, bend, thread, sweat and install pipes for gas lines and plumbing fixtures; perform welding to fittings.

Install and repair roof paper, shingles, fascia, roof jacks and flashings, and repair roof leaks.

Install, repair, troubleshoot, adjust and perform preventive maintenance on pumps, pump bearing assemblies, couplings, motor belts, ventilation fans and other accessories; inspect, disassemble and repair pool pumps and irrigation pumps; replace worn pulleys and belts as necessary; replace fan blades and lubricate motors and bearings.

Install, modify, repair and maintain valves, pipes, fittings, and other plumbing and sprinkler systems and fixtures; pack faucets and replace washers; clean and remove obstructions in water and sewer systems; repair and replace sprinkler heads, electric and hydraulic valves, lines and backflow systems; install water piping, tap water and sewer mains and laterals; maintain programming sprinkler clock and other software systems not associated with fire alarm systems.

Repair leaks in faucets and drinking fountains; repair and replace toilet kits.

Repair, maintain and perform preventive maintenance for District equipment; repair, rebuild and troubleshoot equipment malfunctions; perform routine maintenance to equipment as assigned.

Perform a variety of carpentry and mill work; frame walls, build storage sheds, counters and window frames; install cabinets; repair, patch and maintain wooden fixtures and roofs as necessary; lay and repair floors and tile; construct, alter, and repair wood structures including room additions, partitions, counters, and window frames; install dry wall, texture walls and ceilings.

Install, form, pour and finish concrete walkways, foundations, patios and other surfaces as assigned.

Prepare and apply paint to various surfaces; scrape, sand and file surfaces and apply paint, varnish, shellac, enamel, and lacquer, and finish coating utilizing spray guns, rollers or brushes; size and tent plaster or stucco walls and other surfaces; operate paint liner cleaning and maintain paint sprayers; make stencils.

Perform welding and metal fabrication work; repair and maintain equipment and other articles made of metal, including playground equipment, fences, security gates, doors and others.

Operate a variety of specialized equipment, and hand and power tools related to work performed or assigned; repair, maintain and assure equipment is in safe and proper working condition; drive a District vehicle to various work sites.

Operate light to medium duty equipment such as front loader tractor and dump truck with attachments, and an aerial lift.

Participate in a variety of inspections, such as, but not limited to, fire marshal inspections and Williams' inspections.

Participate in meetings and provide input and recommendations for contracted work as requested.

Prepare and maintain a variety of records related to work performed, supplies and materials, labor costs and others.

OTHER DUTIES:

Lead and assist other maintenance personnel with special projects or work assignments as directed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of training and providing work direction to others.

Requirements of maintaining buildings, equipment and facilities in good repair.

Operation and use of hand and power tools and equipment.

Operation of a computer and assigned software.

Shop math applicable to the building trades.

Health and safety regulations and procedures.

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

Technical aspects of the building maintenance trades.
Preventive maintenance principles and practices.
Proper methods of storing equipment, materials and supplies.
Record-keeping techniques.
Oral and written communication skills.
Proper lifting techniques.

ABILITY TO:

Train and provide work direction to assigned staff on maintenance crews.
Perform journey-level work in the construction, maintenance and repair of building and facilities.
Operate a vehicle and a wide variety of power equipment and hand tools related to the building trades.
Inspect, diagnose, maintain, repair or replace a variety of parts and equipment.
Work from sketches, diagrams, blueprints, plans and specifications.
Work independently with little direction.
Plan, prioritize and schedule work.
Maintain records related to work performed.
Interpret, apply and explain applicable building codes, regulation, procedures and safety precautions.
Understand and follow written and oral instructions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Perform heavy physical labor.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent supplemented by college or trade school coursework in one or more of the building maintenance trades. Completion of a college or trade school certificate program in one or more of the building maintenance trades is desired.

Experience: Five years of experience in three or more of the building maintenance trades.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Subject to noise from equipment operation.
Regular exposure to fumes, dust, dirt, oil/grease.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

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

Seeing to observe needed and completed repairs.

Climbing ladders and working from heights.

Reaching overhead, above the shoulders and horizontally.

Standing for extended periods of time.

Walking over rough or uneven surfaces.

Lifting, carrying, pushing or pulling heavy objects.

Bending at the waist, kneeling or crouching.

HAZARDS:

Vapors from paints and solvents.

Working in a cramped or restrictive work chamber.

Working with power saws and flying debris.

Working at heights on ladders or scaffolding.