



Job Description

POSITION TITLE:	Lead Maintenance Worker Operations and Support Services Business Services	#2455
SALARY PLACEMENT:	Classified Salary Schedule Range 35	

SUMMARY OF POSITION:

Under the general direction of management personnel, the Lead Maintenance Worker may provide direction, establish priorities, assign tasks, coordinate work projects and the work of other personnel.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

High School diploma or any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described, including progressively responsible journey-level experience in building maintenance and repair and/or building trades. Three years of experience in building maintenance. Possess a valid Class C California driver's license and maintain a good driving record.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Methods used in maintenance and building repair, including basic knowledge of uniform code books, ADA rules and regulations, electrical wiring, plumbing, carpentry, glass replacement, painting, masonry, and grounds maintenance including sprinkler systems; knowledge of custodial best practices; Familiarity with event setups, including knowledge of basic audiovisual equipment, furniture arrangements in event settings; pest management; maintenance and repair of hand tools and gas-powered equipment; basic math; safety practices and procedures relating to the building trades. Preferable Certification in the maintenance and repair of Heating, Ventilation and Cooling (HVAC) Systems. Five years building maintenance experience working in a school district or county office of education.

KNOWLEDGE, SKILLS, AND ABILITIES:

Communicate effectively in both oral and written form; receive and give instructions, and prepare work orders and reports; coordinate projects needed to be serviced by outside contractors; maintain files and inventory records of supplies; set priorities; coordinate multiple projects simultaneously; forecast project problems and make adjustments; plan and coordinate work schedules; assist in training, planning, and directing the work of other employees; provide technical support as the working lead; develop and maintain effective working relationships with other staff, students, and community. Ability to operate a computer and knowledge of assigned software, including Energy Management Systems (EMS). Ability to read, understand, interpret, and use construction documents, including, but not limited to contracts, drawings, specifications, technical manuals, and building codes. Ability to be flexible based on program needs, including the ability to respond to after-hours emergency situations or work assignments. Knowledge of materials, chemicals, tools, and ancillary products used in custodial work. Knowledge of warehouse and distribution procedures. Knowledge of applicable codes, rules and regulations related to asbestos, lead paint, hazardous materials, AHERA compliance, IIPP (Injury Illness & Prevention Program) and OSHA. Possess a valid California driver's license; have an acceptable driving record pursuant to SJCOE policy; and proof of liability insurance coverage in the minimum amount required by SJCOE policy; and must be insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Ability to become certified in the use of a fork lift. Knowledge of energy control mechanisms and programs and their application and ability to learn and use various EMS software packages. Ability to learn the operation and maintenance of new and different building, HVAC, mechanical, electrical, and security systems. Knowledge of the Healthy Schools Act and other laws, rules and regulations related to the purchase, storage, and use of cleaning materials, pesticides (including herbicides), paints, finishes, and other materials that may be used in, on, or around SJCOE buildings and grounds.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Assist in physical plant maintenance and make minor plumbing, electrical, carpentry, masonry, glazing, and painting repairs; receive bids and prices for work to be completed; conduct job walks as required.
2. Coordinate/work with custodial contractors, to plan and manage a comprehensive custodial care program for buildings owned and operated by the SJCOE.
3. Maintain open communication with event teams, vendors, and venue staff to ensure seamless coordination during setup and breakdown phases.
4. Supervise and coordinate receiving and deliveries, inspect goods for quality and quantity, and ensure all documentation is complete and accurate.
5. Monitor inventory levels of critical items and coordinate replenishment orders with the Operations.
6. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
7. Coordinate/work with outside contractors to ensure the project meets the contractual outcome.
8. Oversee maintenance personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
9. Maintain tools, equipment, systems and/or components for the purpose of ensuring the availability of equipment in safe operating condition.
10. Respond to after-hours emergency situations and/or work assignments.
11. Inspect facilities, systems and their components for the purpose of identifying necessary repairs.
12. Plan, coordinate, and schedule all the maintenance and facility use related tasks, events, and activities.
13. Supervise and assist in the moving and arranging of furniture and equipment for special events and meetings.
14. Communicate effectively both orally and in writing.
15. Analyze situations accurately and adopt an effective course of action.
16. Establish and maintain cooperative and effective working relationships with others.
17. Work independently with little direction.
18. Meet schedules and time lines.
19. Prepare documentation for the purpose of providing written support and /or conveying information.
20. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 50 pounds to waist height.
7. Climb ladders and/or systems to access roof areas, attic spaces, and high walls.
8. Work safely and effectively on roof areas.
9. Work effectively with tools in confined spaces and in inclement weather.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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