

MAINTENANCE MECHANIC III - LEAD

DEFINITION:

Under general supervision and direction of the Director of Maintenance and Operations and Maintenance & Operations Manager, the Maintenance Mechanic III - Lead organizes, trains, and oversees the day-to day operations of assigned maintenance Mechanics responsible for performing a variety of skilled maintenance and operational tasks; ensures maintenance and repair work is completed safely, effectively, and in a timely manner; assists team members with technical issues or advanced problems; inspects work performed by team members; tracks and logs, materials, and other resources used for cost allocation and other financial implications. The Maintenance Mechanic III - Lead will be responsible for completing work orders and other maintenance, alteration, repair, improvement and construction projects as well as working with the other members of the maintenance team. The Maintenance Mechanic III- Lead serves in a lead capacity and performs all functions in the Maintenance Mechanic II job description within the Maintenance and Operations department.

QUALIFICATIONS:

Experience:

- Four (4) years journeyman level experience in maintenance
- Two (2) years' experience in maintenance; that includes one (1) year as a Maintenance Mechanic II with FCUSD.

Education:

- High School Education or equivalent.
- Completion of a trades course in any maintenance area preferred.

Training:

- Well-rounded training in one or more building trades acquired through formal apprenticeship or equivalent years of experience is highly desirable.

Licenses:

- Possession of a Valid CA Class C Driver's License and a satisfactory CA DMV driving record.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Mechanic III - Lead is a skilled, journey level specialist that is overseeing and participating with one or more teams of skilled and semi-skilled workers where the assignments are quite labor intensive. The Maintenance Mechanic III - Lead has skills and credibility with fellow skilled staff, can prioritize projects and services, conduct quality assessments of work-in-progress and completed assignments, train team members, and apply considerable knowledge of construction trades, building and infrastructure maintenance. Must have a broad knowledge of facilities maintenance and operations' activities and requirements, and at least a journeyman level working knowledge of the electrical, plumbing, carpentry, heating, and/or air conditioning and refrigeration crafts. Maintenance Mechanic I requires two years experience performing general building maintenance. Maintenance Mechanic II requires a minimum four years experience performing building maintenance work with increasing knowledge and skills equivalent to journey-level. ... Advancement to the Maintenance Mechanic III - Lead level requires the ability to lead and participate with teams of four or more maintenance workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Maintenance and Operations Manager, the incumbent shall perform the following duties as they relate to the specialty field(s) assigned.

- Coordinates, assigns, and directs work related to building maintenance work utilizing a digital work order system.

MAINTENANCE MECHANIC III - LEAD

- Oversees and inspects the work of maintenance staff and makes necessary recommendations and provides direction and guidance to assigned staff.
- Assists with the preparation of plans, estimates, specifications, bid forms, and contracts for labor, materials, and services.
- Assists in developing work methods, procedures and schedules.
- Monitors routine projects initiates schedule changes as necessary for completion.
- Recommend and help develop revised policy, procedures to improve safety or the delivery of services.
- Stay current on maintenance and facilities trends to monitor mechanical or electrical equipment.
- Assists in the Annual Facility Condition Assessment, utilizing the Facility Inspection Tool.
- Performs carpentry work including making cabinets, door casings, furniture and window trim, constructing walls and room dividers, repairing or replacing doors and jambs; and hanging sheetrock; reading and interpreting blueprints.
- Performs plumbing work including repairing or installing pumps, gas, water, and sewage lines, drinking fountains, boilers, heaters, and drains.
- Performs electrical work including running conduit and wire, installing circuit breakers, alarm systems, fans, light fixtures, pumps, motors, transformers, switches, and electrical components of computer systems.
- Performs mechanical work including repairing, installing, and maintaining heating, ventilation and air conditioning units, compressors, condensers, motors and electrical components, and evacuating and recharging units.
- Performs glazing work including measuring, cutting, and installing windows, glass, mirrors, light diffusers, caulks joints, repairs flashing.
- Performs floor covering work including installing carpet, linoleum, floor tile, and ceramic wall tile.
- Performs cement work including mixing and patching holes, pouring and finishing concrete, and removing concrete.
- Installs and repairs locks and makes keys; maintains master keying system.
- Repairs roofs; cleans or replaces gutters.
- Maintains records of time and materials used.
- Modifies and fabricates equipment using a variety of welding techniques.

KNOWLEDGE:

- Journeyman level knowledge of standard practices, codes, tools materials and possession of one major building trade.
- Working knowledge of a minimum of three related maintenance trades.
- Occupational hazards and proper safety procedures.
- Equipment and materials required for full physical facility operation, maintenance and repair.

ABILITIES AND SKILLS:

- Demonstrate journey level proficiency in building trades.
- Strong organizational skills and conflict resolution strategies.
- Strong attention to detail, working in a busy, sometimes stressful environment with changing priorities.
- Using initiative and independent judgment within established guidelines.
- Ability to train and provide direction to others.
- Follow oral and written directions
- Operate power tools and equipment used in trades
- Safely operate a variety of light and moderately heavy construction and maintenance equipment including, but not limited to hand mowers, backhoe and attachments, dump trucks, street sweeper, water trailer, snowplow, steel roller, riding mowers, trenchers, and a variety of hand tools.
- Follow all safety requirements, policies, and procedures. Identify work hazards and respond appropriately to mitigate safety concerns.
- Establish and maintain cooperative relationships with district personnel and the public.

MAINTENANCE MECHANIC III - LEAD

- Provide a high level of customer service to members of the public, employees, students and other staff.
- Work independently with a high degree of reliability and productivity with minimal supervision.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer. The employee is required to perform both light and heavy manual labor in all weather conditions. This may include physically strenuous labor, continuous or repetitive movements; skillful, controlled manipulations of small objects; fine, highly controlled muscular movements to adjust the position of a control mechanism; bending or stooping repeatedly or continually over time; working in small, cramped spaces; climbing ladders or steps; walking on rough, uneven ground; and performing other physical tasks as required of the position; required to sit, talk, and hear; frequently required to use hand tools and computer which require repetitive arm, wrist, and hand movement; occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend or crawl. Demonstrate sufficient strength, mobility and range of motion to arm lift 50 pounds and floor lift 50 pounds in an employee entrance evaluation.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public. Employees in this position will also be required to work outside, sometimes in confined spaces with exposure to dust, wind, heat, smoke, cold, rain, and may be required to stand the majority of the time.

- The noise level in the work environment is usually moderate.