

CLASSIFIED JOB DESCRIPTION

LEAD GENERAL MAINTENANCE

JOB SUMMARY:

Under general supervision, performs skilled work in one of the building trades, new construction, repairs of facilities and furnishings, maintenance, and performs other duties as assigned

ESSENTIAL JOB FUNCTIONS:

- Performs as a skilled working lead in the general maintenance field, modeling and assisting others by example.
- Assists in analyzing and designing job requests and assigning work orders.
- Assists with annual facility inspections (FIT) of sites.
- Assists with quarterly inspections of storm water pollution prevention facilities.
- Assists with pest control related issues.
- Performs and tracks custodial equipment, repairs, custodian equipment and supplies, and testing.
- Assists and updates the 5-year deferred maintenance schedule.
- Builds/Assembles playground equipment, lunch tables, and office equipment; structures, interwalls/additions; and retaining walls.
- Installs various items, such as playground equipment, office partitions, and portable classrooms.
- Repairs/Maintains all items vandalized and deteriorated, fences, tables, exterior and interior walls, and flooring within the District except those on specific contract.
- Replaces defective parts, such as hydraulic hoses, filters, tie downs, clamps, and accessories.
- Transports self, equipment, outside help, and materials.
- Operates hand-powered and heavy equipment, trucks, and vans.
- Communicates with school administration, supervisors, coworkers, and vendors.
- Documents job orders, estimates, work activities, incidents, and corrective actions.
- Directs workflow of other, less experienced or lower level employees, and temporary employees/helpers.
- Procures materials, supplies, and equipment.
- Prepares time and materials, cost estimates, purchase orders, and work schedule.

POLICY STANDARDS:

- Serves as the lead person for the General Maintenance in the same field.
- Responsible for planning appropriate work assignments.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of methods, tools, equipment, materials, and means of transportation for the particular journeyman tasks.
- Evidence of four years successful construction and maintenance experience, or two years as a journeyman within the District.

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- Ability to read blueprints, estimate time and material for job orders, and train and direct efforts of others effectively. Should have ability to drive a light truck or van to and from jobs.
- High school diploma or GED required.
- Graduation from a recognized trade school, or completion of equivalent training and experience.
- Must possess a valid California driver's license. Must have a good driving record. Insurable under the District's insurance program and must maintain insurability.

Classified Salary Schedule: Range 44
BOARD APPROVED: 10/01/96
REVISION DATES: 08/20/02
09/17/02
10/19/04
08/14/13
07/17/23
08/09/2023