



Excellence for all.

Job Title: Lead Maintenance and Operations

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under the direction of a supervisor and/or assigned designee, plan, review, coordinate, prioritize, oversee, and participate in the District-wide, maintenance and operations and other related services; train and provide work direction to assigned staff.

Distinguishing Characteristics:

The maintenance family of job descriptions clarify how each job within the classification fits within the organization and to assist in identifying key differences between classifications which may appear otherwise similar. Lead Maintenance and Operations plans, prioritizes, assigns, and reviews the work of staff assigned projects and services throughout the District.

The Senior Maintenance Worker is the journey-level classification in the series. Incumbents work independently in the maintenance trades and perform semi-skilled to skilled activities in the maintenance and repair of District building, facilities, and equipment. The Maintenance Worker is the entry-level classification in the series. Incumbents work under general supervision and perform semi-skilled activities in support of various maintenance trades such as plumbing, electrical, carpentry, locksmith, and painting.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Plans, prioritizes, assigns, and reviews the work of staff assigned projects and services throughout the District.
- Coordinates and provides staff training; assists employees to correct deficiencies.
- Recommends and assists in the implementation of goals and objectives; implements policies and procedures.
- Estimates time and materials costs to complete assigned jobs; purchases materials, supplies and equipment; recommends purchase of cost-effective supplies.
- Monitors expenditures according to established procedures.
- Prepares and maintains a variety of records and reports pertaining to work orders, work schedules, equipment repairs, supplies and equipment inventory.
- Schedules preventative maintenance and repairs for all equipment.
- Travels to school sites and consults with administrators and department staff regarding problems, projected needs; evaluates and recommends new projects; interviews vendors regarding new products to be utilized by the District.
- Inspects facilities and grounds; reports unsafe conditions; inspects the work of crews while in progress; provides advice and assistances to staff.
- Communicates with Manager of Facilities, Maintenance, & Operations regarding facilities and grounds use; coordinates opening and closing of facilities and grounds areas with user groups; inspects facilities and grounds areas for damage; responds to evening emergencies.
- Prepares cost, time and labor estimates for projects; assists in the preparation of plans and bids for projects.
- Schedules and inspects outside services used by District for tree trimming, pest control, and other services.

- Plans, designs, and maintains irrigation and turf systems; maintains irrigation control systems and equipment; makes daily, weekly, and monthly adjustment to the centralized irrigation control system.
- Prepares and maintains a variety of records and reports related to department operations, including work orders, work schedules, equipment repairs, supplies and equipment inventory, pest control application records, backflow preventer testing, equipment preventive maintenance records and other.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy
- Operations, services, and activities of a grounds keeping program.
- Methods, materials and equipment used in grounds keeping work.
- Modern and complex principles and practices of landscaping and horticulture.
- Materials and methods used in landscaping.
- Irrigation principles and methods.
- Playground safety.
- District organization, operations, policies and objectives.
- Applicable federal, State and local laws, codes and regulations relating to duties and responsibilities.
- Occupational hazards and standard safety precautions necessary in the work.
- Record keeping and reporting procedures.
- Proper methods, materials, tools and equipment used in custodial work.
- Modern cleaning methods including basic methods of cleaning and preserving floors, carpets, furniture, walls and fixtures.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Appropriate safety practices and procedures.
- Principles and practices of training and providing work direction.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively, both orally and in writing, with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Organizes and reviews the work of grounds and custodian personnel.
- Organizes, directs, and implements a comprehensive ground keeping maintenance program.
- Interprets and explains District grounds keeping policies and procedures.
- Analyzes problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Applies federal, State and local policies and procedures, laws and regulations.
- Reads and interprets landscape construction drawings, schematics, blueprints and sketches.
- Prepares cost estimates, write landscaping construction or equipment specifications and prepare bids.
- Inspects grounds projects to detect deviations from plans and specifications.

- Directs, trains, and provides work direction to others.
- Prepares clear and concise reports.
- Evaluates and recommend equipment and supplies.
- Oversees and inspect the work of others.
- Maintains tools and equipment assigned in appropriate condition.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Graduation from high school and two years of custodial or grounds maintenance experience. Successful completion of the Merit examination process is required.

Licenses/Certificates: Valid California Class C driver's license

Working Conditions:

Environment: Outdoor environment. Driving a vehicle to conduct work. Seasonal heat and cold or adverse weather conditions. Pollen. Noise from equipment operation.

Physical Demands: Lifting, carrying, pushing, and pulling heavy objects. Seeing to perform grounds work. Heavy physical labor. Dexterity of hands and fingers to operate grounds equipment and tools. Bending at the waist. Walking and standing for extended periods of time.

Hazards: Fertilizer and pest control chemicals. Working around and with machinery having moving parts.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 134

Approved by Personnel Commission: 8/22/13

Revised: Standard Education/Exp language 9/27/17

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