MERCED CITY SCHOOL DISTRICT

CLASS TITLE: LEAD MAINTENANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of the Supervisor of Maintenance/Operations, schedule, train and provide work direction to assigned maintenance staff; contact vendors, and contractors for various District maintenance and construction work orders, supplies, equipment and materials; assist skilled-level maintenance crews with daily work assignments.

REPRESENTATIVE DUTIES:

Schedule, train and provide work direction to assigned maintenance staff; assist with and provide input to performance appraisals. ***E***

Research, contact and communicate with vendors, contractors and others; check prices, quality and quantity of supplies and materials; order needed equipment according to established procedures. ***E***

Review completed work and work in progress to assure compliance with applicable regulations, building and fire codes and ordinances. ***E***

Perform carpentry and mill work; construct, alter and repair opticals and structures of wood such as room additions, partitions, counters, doors and window frames; make repairs on wooden fixtures; perform mill and cabinet work as necessary. ***E***

Perform skilled construction, maintenance and repair of District buildings, facilities and equipment in a wide variety of trades including carpentry, electrical, plumbing and painting. ***E***

Perform installation, troubleshooting and repair to electrical fixtures, equipment, systems and other installations; lay-out and install new wiring, plugs, lights, circuit breakers, conduits, relays, transformer motors and other electrical accessories according to established Uniform Building Codes. ***E***

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. ***E***

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

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Lead Maintenance Technician works under the direct supervision of the supervisor of maintenance and operations. Exercises supervision of personnel assigned to work with him/her.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:
Requirements of maintaining buildings, equipment and facilities in good repair.
Applicable building codes, ordinances, fire regulations and safety precautions.
Principles of training and providing work direction.
Operation and use of hand and power tools and equipment.
Record-keeping techniques.
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.
Proper methods of storing equipment, materials and supplies.
Technical aspects of the building maintenance trades.

ABILITY TO:
Perform skilled work in the construction, renovation, maintenance and repair of building and facilities.
Estimate materials and supply needs.
Operate, adjust and service specialized equipment used in the basic trade.
Operate a vehicle and a wide variety of power equipment and hand tools related to the building trades.
Maintain routine records related to work performed.
Work from blueprints, shop drawings and sketches.
Order parts and supplies according to established guidelines.
Prioritize and schedule work.
Inspect facilities for maintenance and repair needs and fire, safety and health hazards.
Work independently with little direction.
Assign and review the work of others.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain current knowledge of technological advances in the field.
Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and four years skilled

experience in one or more of the building or maintenance trades.

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 and odors; driving a vehicle to conduct work.

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate a variety of specialized equipment and hand and power tools; 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 heavy objects; bending at the waist; kneeling or crouching; turning/twisting.

HAZARDS:
Dust, odors, dirt, oil/grease, gases, vapors from paints and solvents; working in a cramped or restrictive work chamber; power saws and flying debris; working at heights on ladders or scaffolding; electrical power supply and high voltage.

Legal Reference: California Education Code, Sections 45103, 45109
Policy Adopted: March 3, 1981
Policy Revised: April 4, 1995