MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Maintenance Senior Leadworker

REPORTS TO: Maintenance Manager

DEPARTMENT: Maintenance, Operations & Facilities

CLASSIFICATION: Classified

SALARY: Teamster Range 589

BOARD APPROVED: April 16, 2025 (Pending Board Approval)

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs a variety of work considerable difficulty in supervising, planning, estimating, scheduling and participating in the work of skilled building or mechanical trades workers (carpentry, electrical, electronics, fire systems, glazing, HVAC, locksmithing, painting, plumber, roofing, welding) engaging in the repair, alteration, construction, and maintenance of buildings and equipment, in accordance with trade standards, in order to keep district facilities properly cared for and maintained as required. Technician will perform work of designated skilled trades area. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Assists the Maintenance Manager in reviewing the maintenance needs and conditions of the District's school sites and other properties. **E**
- Trains, provides direction and participates in the work of personnel engaged in the building and/or mechanical maintenance work at District's school sites and other properties. **E**
- Lead and perform a wide variety of skilled and specialized work in an assigned building or mechanical trade area involving the maintenance, alteration, construction, installation and repair of District buildings, equipment and related structures. **E**
- Monitors and coordinates response to maintenance needs and requests, communicates with staff and administrators regarding needs, issues and maintenance projects in order to establish and maintain related timelines. **E**
- Coordinates with Maintenance Manager to prioritize maintenance needs, per inspections, work requests, department priorities, etc. **E**
- Performs skilled trade work in the maintenance, repair, construction and alteration of District buildings, facilities and equipment for the purpose of maintaining facilities and equipment in an attractive, safe, and usable condition in compliance with building, health and safety standards associated with all job duties of skilled trade. **E**
- Estimates labor, materials and equipment needed for maintenance projects and activities; compile and

prepare cost estimates; monitor inventory level of tools, equipment and supplies; research and order necessary tools, materials, equipment and supplies. **E**

- Completes inspections of facilities and equipment to determine maintenance and repair needs; performs preventive maintenance activities; and makes informed recommendations for major maintenance and repair to appropriate staff.
- Analyzes blue prints, schematics, and drawings of District systems for the purpose of determining the efficient installation of new or upgraded systems.
- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Estimates materials and equipment needed to complete work projects for the purpose ensuring timely completion of projects.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Prepares information for the purpose of documenting activities and conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Provides guidance for the purposed of completing the job to General Maintenance Workers, as needed.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedures.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- Completes assigned work orders including closeout, tracking time and inventory.
- May assist in emergency response to ensure the district facilities are secure and operational.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other related job duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities

Standard methods, codes, materials, practices, tools, and equipment associated with his/her own trade; basic tools and procedures of various trades, their interrelationships, practices, and regulations pertaining to maintenance and grounds work in a school district; good safety practices and regulations. Ability to use technology and software application relevant to maintenance operations, communication and recordkeeping. Be responsible for the work and workers on a given shift; assign, oversee, plan, and review work; ask appropriate questions; use good judgment to evaluate information, situations, guidelines and precedents, and potential courses of action; make sound operational decisions, especially in an emergency and/or under pressure; communicate clearly with others; work cooperatively with coworkers, site and District staff, students, and others; display a service orientation and concern for the needs of others; diagnose, plan, and perform work in his/her own trades area.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. Successful completion of a recognized skilled trade apprenticeship program or five years of experience in commercial skilled trades construction, installation, alteration, or repair work, of which 2 years of progressively responsible skilled journey-level District maintenance work experience (preferably with some lead or supervisory experience) or at least four years of equivalent level outside maintenance experience including some lead or supervisory responsibility. must have been at the journey-level. Verification required.

LICENSES AND CERTIFICATES:
Possession of a valid California driver's license is required.

OTHER QUALIFICATIONS:
Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.