CLASS TITLE: MOBILE MAINTENANCE WORKING TEAM LEADER

DEFINITION: Under direction, performs work participating in and supervision the work of the repair team in all phases of crafts related to maintenance, repair, alteration and minor replacement associated with the building and mechanical needs of all district facilities.

This position works as part of the three-person team (consisting of one Mobile Maintenance Working Team Leader and two Mobile Maintenance Workers) assigned to a mobile maintenance unit for the purpose of addressing user annoyances at the site. This unit will be located at specific district facilities throughout the year and members of this unit will be report for work at the location where the unit has been moved and assigned.

This position is responsible for working very closely with site staff and administration in the organization and completion of site maintenance requirements.

EXAMPLE OF DUTIES:

- Performs minor alterations, repairs and replacement on articles and structures of wood
- Operates wood working type machinery
- Sharpens hand tools and determines that tools and equipment are properly maintained
- Installs, services and performs minor repairs on electrical equipment and apparatus.
- Cleans, adjusts and makes minor repairs on pre-identified electrical control equipment
- Reads blueprints
- Makes pre-identified or emergency glazing repairs
- Replaces desk tops, exit lights, light fixtures and mirrors
- Makes pre-identified specific minor repairs on heating and air conditioning systems
- Performs minor pre-identified maintenance or emergency repairs on specific appliances
- Makes minor repairs on various types of locks and door closures
- Makes minor locker repairs
- Applies paint and other finishes to various pre-identified interior and exterior surfaces
- Repairs and maintains various plumbing fixtures
- Performs minor welding

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to two years experience in the areas of carpentry, painting, electronic, electrical, mechanical or general maintenance.

Knowledge of:

- The methods, materials and equipment used in various trades
- Safe building and system construction and maintenance practices
- The operation and simple maintenance of tools used in the mechanical and building trades

Skills in:

- Establishing and maintaining effective working relationships with others
- Reading, interpreting and working from technical drawings and blueprints
- Understanding and carrying out verbal and written instructions
- Determining needs
- Estimating, ordering and issuing materials, supplies and equipment
- Planning, organizing, assigning and coordinating the work of Mobile Maintenance Team Workers
- Keeping records and preparing reports

Ability to:

- Lead, assign and coordinate the work of others