

SAN YSIDRO SCHOOL DISTRICT

TITLE: Lead Maintenance
DEPARTMENT: Business
FLSA: Non-Exempt
Revised: September 17, 2015

REPORTS TO: District Administrator
CLASSIFICATION: Classified (12 Month)
SALARY: Classified Salary Schedule (Steps 18-21)
Board Approved: September 24, 2015

BASIC FUNCTION: Under the supervision of the Maintenance, Operations, Transportation and Facilities Manager plan, schedule, assign and inspect the construction, maintenance and repair of District facilities and buildings; perform semi-skilled to skilled work in one or more of the building trades.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below.)

- Plan, schedule, assign, and inspect the construction, maintenance and repair of District facilities and buildings; train and review the work of assigned maintenance personnel including summer and temporary helpers.
- Interact with District maintenance personnel, school administrators, contractors and vendors to plan and determine proper methods, materials, timing and other details related to initiating and completing projects.
- Perform pre- and post-maintenance surveys to inspect site, determine personnel, equipment and materials to be used, determine duration of project and estimate costs.
- Inspect work in progress to assure proper attention to details, proper use and maintenance of equipment and materials and to assure compliance with safety and health regulations, standards and procedures.
- Estimate and purchase equipment, materials and supplies required for completion of construction, installation, repair and maintenance work; maintain inventory and related records for District maintenance materials, supplies and equipment.
- Perform semi-skilled to skilled work in one or more of the building maintenance trades including electrical, plumbing, heating and air conditioning, carpentry, painting, locksmithing and glazing.
- Operate a variety of tools and equipment used in the building trades including tractor, motor vehicle, dump truck, fork lift, saws drills, sanders, ARC and gas welders and a wide variety of power and hand tools for the various specialty trades.
- Maintain tools and equipment in a safe and clean operating condition; determine when tools and equipment are to be repaired or replaced.
- Prepare and maintain a variety of records and reports including hours worked, supplies purchased and used, inventory, work orders and schedules.
- Attend seminars and workshops to remain current on laws, methods, techniques, materials and equipment related to building and grounds maintenance.

KNOWLEDGE OF:

- Tools, equipment, methods and materials used in maintenance in at least one of the following trades: electrical, plumbing, carpentry, heating and air conditioning, painting, locksmithing or glazing.
- Basic record-keeping techniques
- Health and safety regulations and procedures.
- Proper methods of storing equipment, materials and supplies.
- Applicable building codes, ordinances, fire regulations and safety precautions.
- Inventory methods and practices.
- District organization, operations, policies and objectives

ABILITY TO:

- Perform work in the construction, renovation, maintenance and repair of building and facilities.
- Operate tools and equipment used in the specific trade to which assigned.
- Work from blueprints, shop drawings and sketches.
- Maintain routine records related to work performed.
- Estimate materials and supply needs.
- Order parts and supplies according to established guidelines.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing
- Work independently with little direction
- Meet schedules and time lines.
- Observe health and safety regulations.
- Train and provide work direction to others.
- Maintain current knowledge of technological advances in the field.
- Plan and organize work
- Establish and maintain effective working relationships with District management, staff and others encountered in the course of work.

MINIMUM QUALIFICATIONS:**EDUCATION:**

- High School Diploma or equivalent.

EXPERIENCE:

- Two years of maintenance experience.

CERTIFICATIONS/LICENSES:

- A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

WORKING CONDITIONS

The position may require working in an outdoor or indoor working environment, computer station work, working in seasonal heat or cold adverse weather conditions, exposure to fumes, dust, odors, oil, grease and gases and driving District vehicles of various types and sizes to conduct work. It may also require exposure to chemicals and hazardous materials, working around and with machinery having moving parts, working from heights and in confined work spaces.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; climb ladders and scaffolding; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl in confined spaces. The employee must regularly lift and move up to 60 pounds and occasionally lift and move up to 100 pounds as required by the position. Lifting and moving objects over 50 pounds must be done by mechanical device rather than by manual effort whenever this is practical. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.