

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: LEAD MAINTENANCE WORKER

Classification:	Classified	Work Year:	251 Days
Department:	Facilities, Maintenance, Operations & Transportation	Board Approval:	05/04/2006
Reports To:	Director of F.M.O.T.	Work Year Revision:	02/19/2009
Salary Range:	Classified Salary Schedule, Range 28	Format Revision:	10/30/2009

BASIC FUNCTION:

Performs skilled work and coordinates the maintenance and repair of district buildings, facilities, and equipment in areas of building trades to include but not limited to heating, ventilation and air conditioning (HVAC), electrical, plumbing, carpentry, and painting.

REPRESENTATIVE DUTIES:

- Manages District work order system; Coordinates, schedules, assigns work orders.
- Coordinates the On-Call Response Program.
- Assists primary responder in unforeseen and emergency situations. Responds to unforeseen and emergency situations as required.
- Confers with site staff regarding maintenance and grounds requirements.
- Monitors performance of work and services performed by maintenance staff and outside vendors and contractors.
- Performs a variety of skilled work in the maintenance and repair of District buildings, facilities, and equipment.
- Approves work orders and determines necessary resources needed to complete assignment.
- Performs and coordinates building alterations, repairs, and maintenance of buildings and grounds.
- May perform minor new construction.
- Fits doors, windows, and screens.
- Installs and makes repairs to electrical wiring, switches, outlets, fixtures, motors, circuit breakers, contactors, and other controls.
- Paints buildings and performs other painting tasks.
- Inspects, patches and repairs roofs and gutters.
- Cuts, threads, assembles, and installs various types of pipe and other conveyance systems.
- Installs and makes repairs and adjustments to plumbing fixtures and equipment including pipes, washers and gaskets, faucets, floats, and valves.
- Repairs and/or replaces door hinges, locks, thresholds, door closure, door jambs, and panic hardware.
- Cleans and performs maintenance and adjustments to heating/air conditioning units.
- Mixes, pours, and finishes concrete, stucco, and plaster.
- Installs and maintains sprinkler systems
- Monitors and makes repairs to fire and intrusion alarm systems.
- Maintains tools and equipment in safe operating condition.
- Replaces window glass and repairs damage to wall systems.
- Performs welding work.
- Operates a variety of hand and power tools including but not limited to saws, welders, (acetylene and electric) drills, pipe threader, and joiners.
- Loads and transports needed tools and equipment to work sites.
- Maintains work logs and records related to completed work tasks.
- Any one position may not include all of the duties listed, nor do the listed examples include all the tasks which may be found in positions of this class.
- Oversees District energy management systems.
- Performs other duties similar to the above in scope and function as required.

EDUCATION AND EXPERIENCE:

- Minimum of five (5) years experience in general maintenance and construction work.
- Supervisory experience preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Driver License and evidence of insurability.
- TB Test Clearance.
- California Department of Justice Fingerprint Clearance.
- All other requirements by law or regulation.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, practices, and materials used in several areas of the building trades including but not limited to, electrical, HVAC, plumbing, carpentry, and painting.
- The safe use and operation of a variety of tools and equipment used in building repair/maintenance.

ABILITY TO:

- Use and safely operate ladders for roof and other applicable maintenance and repairs.
- Use and safely operate a variety of hand and power tools, and other equipment used in building, grounds and equipment maintenance work.
- Read and interpret blueprints, sketches, diagrams and schematic drawings.
- Communicate effectively in both oral and written forms.
- Perform basic arithmetical calculations using addition, subtraction, multiplication, division and some algebraic functions.
- Effectively estimate the scope of work assignments and secure the necessary tools and materials to complete multiple assignments.
- Meet the physical requirements necessary to safely and effectively perform the required duties.
- Establish and maintain effective work relationships with those assigned and contacted in the performance of required duties.
- Obtain forklift operators certificate.
- Respond to emergency situations in a timely manner.

WORKING CONDITIONS:

ENVIRONMENT:

- Drives vehicle to multiple locations.
- Occasionally performs heavy physical labor.
- Extensive standing and walking.
- Lifting and/or carrying of objects.
- May be exposed to the extremes of the outdoor environment and conditions.

PHYSICAL ABILITIES:

- Regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials.
- Requires great physical demand for strength and endurance, involving heavy physical exertion.
- Ability to lift over 50 lbs. and carry any object up to 25 lbs. on a continuous basis.