

TITLE: **DISTRICT MAINTENANCE LEAD**

QUALIFICATIONS: Trade Expertise: Proven experience in general maintenance, electrical trades, and plumbing trades.
Soft Skills: Strong organizational, time management, and interpersonal skills.
Personal Attributes: Must be self-motivated with a positive, "can-do" attitude.

REPORTS TO: Head of Buildings and Grounds

JOB GOAL: Taking the lead on day-to-day repairs and maintenance tasks for Unit #1 Schools, including buildings, vehicles, and weekend emergency call list. Assist with the safe, efficient, and economical operation of the school plants, including the maintenance and repair work necessary as well as the cleaning and operations needed for a safe and healthy environment. The safe, efficient, and economical maintenance of the school facilities, including the necessary maintenance and repair work required to maintain a safe and healthy environment.

DISTRICT MAINTENANCE LEAD PERFORMANCE RESPONSIBILITIES:

To perform all duties in a professional, accurate and timely manner.

1. Lead Operations: Perform the repair of buildings and grounds to provide a safe and healthy environment for students, employees, and the public.
2. Specialized Support: Provide primary technical support for all facilities in the areas of electrical and plumbing maintenance.
3. General Maintenance: Execute general maintenance tasks as outlined by the Building & Grounds Director within set timelines.
4. Event Support: Coordinate and assist with special setups for district events.
5. Fleet & Equipment: Help maintain and service all motorized vehicles and mechanical equipment on a regular servicing schedule.
6. Compliance: Abide by all rules, regulations, and policies set by the Board of Education and the Superintendent.
7. Inventory: Keeps and maintains an inventory of all supplies and tools necessary to perform tasks.
8. Emergency Call-out: The Maintenance Lead will be on the emergency call-out list during non-working hours.
9. Safe Environment: Ensure the safe, efficient, and economical operation of school plants and grounds.

10. Preventative Care: Maintain a healthy environment through proactive cleaning, repairs, and groundskeeping.
11. Assume other appropriate duties as assigned.

TERMS OF EMPLOYMENT:

Employed on a yearly basis from July 1 to June 30. Adherence to the rules, regulations, and policies as set forth by the Board of Education pertaining to the Educational Support Staff. Working hours are to be set on a forty (40) hour per week schedule to be determined by administration.). Authorized overtime shall be compensated at time and one-half rate or commensurate release time. This position will not be part of the custodial overtime rotation schedule.

EVALUATION:

Performance of this job will be evaluated annually by the CSBO, Superintendent or designee.

