

School District of Lodi

Custodial/Maintenance – Level IV

POSITION TITLE
Lead Maintenance

POSITION SUMMARY

The Lead Maintenance position is a supervisory leadership role responsible for coordinating the daily operations of district facilities, building systems (electrical, HVAC, plumbing), and grounds. This individual serves as the primary point of contact for all Level I, II, and III staff, ensuring that district-established standards of cleanliness, safety, and functionality are met across all locations. The Lead Maintenance specialist ensures that daily educational and co-curricular programs can proceed without interruption in a safe environment.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED).
- Five or more years of experience in custodial, maintenance, or a specialized trade environment.
- Possess or willing to obtain WASBO Facility & Operations Lead certification.
- Demonstrated leadership or supervisory experience in a facilities management setting.
- Advanced proficiency or relevant licensing/certification in plumbing, electrical repairs, and HVAC systems.
- Proficiency or licensing in the application of specialized chemicals (fertilizers, pesticides, or cleaning agents).
- Possess certification or ability to be certified in the operation of a forklift or other motorized equipment necessary to carry out assigned job functions.
- Possess certification or ability to be certified in the use of enclosed space safety equipment.
- Possess or have demonstrated experience in maintaining high standards of safety in the use of and the maintenance of a variety of cleaning and/or grounds-related equipment.
- Possess and maintain a valid WI driver's license.

SKILLS AND QUALIFICATIONS

- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in handwritten, digital, oral, diagram, or schedule form.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence. Ability to speak effectively before a group of staff, parents, or other employees of the district.
- Ability to communicate effectively, positively, and professionally with staff, students, parents, and district leadership.
- Ability to be flexible and cooperative in problem-solving situations.
- Ability to work independently.
- Ability to problem solve and make decisions in the best interest of safety and security for the students and staff of the district.
- Ability to work with other people as a team player and in a positive manner in carrying out the custodial and maintenance needs of the district.
- Expert use of required software programs to manage maintenance requests, track inventory, and schedule facility use.
- Ability to prioritize competing tasks for themselves and the team while following up with all stakeholders.
- A commitment to make the district facilities, grounds, and co-curricular facilities clean, safe, and welcoming to staff, students, parents, and all visitors to our district.

PERFORMANCE RESPONSIBILITIES

- Serve as the first point of contact for Level I, II, and III staff regarding daily assignments, emergency repairs, and technical guidance.
- Provide detailed performance feedback and input to the Director of Operations or Supervisor to assist in the formal evaluation of custodial and maintenance staff.
- Work cooperatively with all subcontracted services and resources to ensure school facilities and grounds are always ready to provide the best learning and/or safe, competitive co-curricular environment possible.
- Direct and work collaboratively with custodial and swing crew staff to ensure facilities are ready for all school and community events.
- Monitor, report on, and perform complex maintenance on building equipment such as electrical systems, plumbing, and HVAC components.
- Maintain and enforce high standards of safety in the use of equipment and chemicals across the entire department.
- Lead the cross-training of staff and community members in the safe and effective use of district equipment.
- Oversee and assist in seasonal facility work, including snow removal, summer cleaning transitions, and grounds maintenance.
- Work cooperatively with subcontracted services to ensure district standards are upheld.
- Perform light assembly and minor repairs as needed, and assign these tasks to appropriate staff.
- Assist, when necessary, in the unloading or delivery of district, food service, or custodial/maintenance orders.
- Maintain and conduct a daily building, grounds, and/or maintenance check, and notify the supervisor of any needed repairs, replacements, or services involving building or facility plumbing, HVAC, or electrical components to ensure the safety of staff or students.
- Other duties as assigned.

ESSENTIAL JOB FUNCTIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of these job classifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of these job classifications, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear.
- The employee is frequently required to reach with hands and arms. The employee is occasionally required to sit.
- The employee must frequently squat, stoop, or kneel, reach above the head, and reach forward.
- The employee must use hand strength to grasp tools and/or climb on ladders.
- The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of these job classifications.
- The employee must frequently lift and/or move up to 50 pounds, such as cleaning supplies, pails, and when unloading deliveries.
- The employee will sometimes push/pull items such as tables, bleachers, and scrubbing machines.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.