

Ontario-Montclair School District

CLASS SPECIFICATION Lead Utility Maintenance Worker Range 46

GENERAL PURPOSE

Under general supervision of the Director for Facilities Planning and Operation and/or Designee, coordinates, leads, and participates in a wide variety of general and specialized facilities maintenance duties; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class serves as a lead worker for a crew of general utility maintenance workers performing skilled maintenance work on District structures and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Provides lead work direction and guidance to staff; plans and assigns work to staff; provides training and technical assistance; inspects and evaluates work performed; identifies problem areas and directs remedial action to be taken; provides input to the evaluation of assigned staff; ensures that activities are carried out in a safe manner and that established policies, procedures, and safety measures are followed.
2. Performs welding repairs on facilities, fabricates metal components for maintenance projects, reads blueprints and welding specifications, operates various welding equipment, and ensures proper safety procedures are followed, all while adhering to District standards and OSHA safety guidelines.
3. Determines materials, tools, and equipment required for different jobs; orders parts and supplies; confers with utility maintenance workers and school administration concerning work schedules and special requests.
4. Performs a variety of general and specific maintenance duties related to maintenance, repair, beautification, and installation of District facilities; mixes, pours, finishes, breaks, and replaces asphalt and concrete to build, maintain, and repair sidewalks, ramps, and playgrounds; installs drainage; performs welding for various metals; performs repairs to District facilities including playgrounds and fences, including installing, repairing or replacing playground equipment and fences.
5. Operates a variety of tools, heavy machinery, and equipment, including vehicles, concrete mixers, and a variety of power and hand tools; maintains various tools and equipment used in the course of work in a clean, orderly, and proper working condition.
6. Reports repair and maintenance needs to proper maintenance personnel and assists District maintenance personnel as assigned; communicates with staff, administrators, and others regarding general maintenance needs.
7. Prepares and maintains various records, including logs, work orders, and equipment and supply inventories; assists with the purchase and delivery of items as needed.

8. Define bid specifications for outside vendors and coordinate work.

OTHER DUTIES

1. Assists other trades personnel as assigned.
2. Operates vehicles to travel to various District sites and ensures proper maintenance of District vehicles.
3. Complete work orders using the current implemented work order system.

QUALIFICATIONS

Knowledge of:

1. Principles of training and providing work direction.
2. Methods, equipment and materials used in general maintenance work.
3. Requirements of maintaining school buildings in a safe, clean and orderly condition.
4. Proper methods of storing equipment, materials and supplies.
5. Operation and use of hand and power tools and equipment.
6. Basic record-keeping techniques, including the use of computer software.
7. Methods and practices of effective employee training.
8. Use and operation of oxyacetylene and electric arc welding equipment and materials.
9. Practices and procedures of shop and field welding.
10. Welding properties of various metals and alloys.

Ability to:

1. Perform general maintenance and repair on District facilities.
2. Operate tools and equipment used in general maintenance work.
3. Operate heavy equipment.
4. Maintain District and school facilities in a clean, safe and secure condition.
5. Assign and review the work of others.
6. Train and provide work direction to others.
7. Determine appropriate action within clearly defined guidelines.
8. Use specialized equipment and supplies safely and efficiently.
9. Plan and organize work.
10. Meets schedules and timelines.
11. Work independently with little direction.
12. Observe and report safety hazards and need for maintenance and repair.
13. Perform minor maintenance and repair on facilities.

14. Meet schedules and timelines.
15. Work cooperatively with others.
16. Observe health and safety regulations.
17. Understand and follow oral and written directions.
18. Maintain routine records related to work performed.
19. Perform heavy physical labor.
20. Establish and maintain effective working relationships with District management, staff and others encountered in the course of work.

Education, Training, and Experience:

Graduation from high school or G.E.D. equivalent; and three years of advanced journey-level general maintenance experience.

Licenses; Certificates; Special Requirements:

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.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

A current welding certificate from the American Welding Society or equivalent.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk or sit; stoop, kneel, crouch or crawl; and regularly lift and/or move up to 50 pounds and occasionally over 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; and interact with District management, staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works in extreme outside weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. The employee is frequently exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment can be loud.

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