

## **General Maintenance - Lead**

### **Purpose Statement**

The job of General Maintenance-Lead is done for the purpose/s of providing maintenance services with specific responsibility for guiding assigned workers; ensuring completion of projects in accordance with trade standards; identifying repair and/or replacement needs; performing minor to major maintenance including emergency repairs; maintaining facilities, vehicles and equipment in safe operating condition; addressing immediate operational and/or safety concerns; providing information on the proper uses of equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director, Maintenance, Operations, and Facilities or Designee.

### **Essential Functions**

Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.

Coordinates with supervisor, site personnel, other leads, other trades, and outside contractors, (e.g. painters, carpenters, plumbers, electrician, HVAC, gardeners, equipment manufacturers, etc.) for the purpose of completing projects and work orders efficiently.

Informs personnel regarding procedures and/or status of work orders (e.g. updating, closing work orders, etc.) for the purpose of providing information for making decisions, taking appropriate action and/or complying with health, safety and building regulations.

Oversees assigned personnel, such as General Maintenance, Preventative Maintenance, and Maintenance-Delivery/Mail Driver & Grounds staff and the day to day activities and operations (e.g. receive and review incoming work orders; plan, organize, prioritize, assign work orders, and dispatch crew(s), etc.) for the purpose of providing leadership direction to ensure assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the workforce.

Performs as a team member in the trade in which he/she holds journeyman status and in General Maintenance, Preventative Maintenance, Grounds/Facilities, and Maintenance Delivery for the purpose of ensuring the ongoing functioning of facility systems.

Performs a variety of routine maintenance, repair and construction duties in the maintenance of designated facilities, utilities, fixtures and equipment; assist other maintenance personnel in the performance of a variety of duties related to the building trades as assigned.

Performs a variety of skilled general maintenance work requiring the knowledge of one or more trades including construction, painting, electrical, plumbing, HVAC, carpentry, grounds, etc.; resolves facility operational and safety concerns according to established procedures.

Implements assigned programs and/or projects (e.g. inspection schedules, preventive maintenance programs, grounds schedules, deliveries and moves, etc.) for the purpose of providing a safe and workable environment and conforming to established guidelines.

Monitors and directs site moves and deliveries of supplies and materials from warehouse and all district units.

Operates scissor lift and JLG (Boom lift) for the purpose of providing an independent work platform as needed.

Procures materials, equipment and supplies for the purpose of maintaining availability of required items in order to complete jobs efficiently.

Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.

Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.

Transports a variety of tools, equipment and supplies (e.g. spare parts, tools, ladders, etc.) for the purpose of ensuring the availability of materials required at job site.

Coordinates the repairs, preventative and routine maintenance for District vehicles and grounds equipment. .

### **Other Functions**

Performs other related duties as assigned for the purpose of providing leadership to ensure the efficient and effective functioning of the Department.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; operating equipment used trades; adhering to safety practices; handling hazardous materials; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: maintenance programs, state and federal requirements regarding maintenance at school sites; and codes, regulations and laws related to the job functions.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; providing direction and leadership; setting priorities; working as part of a team; adapting to changing work priorities, and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit, and/or across several small work units; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field with increasing levels of responsibility is required.

**Education:** High school diploma or equivalent.

Targeted, job related education with study in job-related area.

**Required Testing:**

Pre-Employment Proficiency Test

**Certificates and Licenses**

Driver's License & Evidence of Insurability

**Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

**Clearances**

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

10/29/2019

**Salary Grade**

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