

Magnolia School District

MAINTENANCE & OPERATIONS DIVISION LEAD

DEFINITION

Under the daily supervision of the Director of MOTF or District Management, performs and leads a variety of semi-skilled and skilled maintenance/construction and repair work on buildings and equipment.

EXAMPLES OF DUTIES

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 the class.

- Performs semi-skilled and skilled maintenance/construction work in all trades in a timely fashion;
- Makes repairs and adjustments to plumbing equipment and apparatus such as replacing faucets, washers, gaskets and valves;
- cuts and threads pipe, and cleans plugged drains; makes electrical repairs such as replacing ballasts, fuses, fixtures, elements, switches and plugs; makes wiring repairs; cuts and installs glass;
- repairs floors, roofs and ceilings;
- prepares surfaces for painting; applies under and finish coats with brush and roller; builds shelves, partitions, bookcases; hangs doors and performs other carpentry work;
- repairs and adjusts doors, door closures, locks, and windows; services heating and ventilating equipment; operates sanders, planers, jointers, band saws, and other woodworking equipment;
- operates earth moving equipment; operates arc or gas welding equipment;
- maintains equipment and cleans work area after projects;
- coordinates and supervises outside contractor projects;
- Under the direction of district management, works with and provides hands on training to the maintenance and operations staff as needed to complete assigned work;
- Recommends specifications for materials to be used, orders necessary materials as needed, and inspects work for compliance with established standards;
- May respond to emergency calls after hours and on weekends;
- Performs inspections of district buildings;
- Maintains complete records and district facility plans;
- Does related maintenance work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Tools, materials, methods and equipment used in the building trades.
- Current construction codes and regulations.

Ability to:

- Estimate needed materials and equipment.
- Coordinate and supervise a wide variety of outside construction contractors.
- Coordinate a variety of district projects.
- Maintain a high level of quality workmanship.
- Plan complex projects from start to finish.
- Perform a variety of semi-skilled and skilled maintenance and repair tasks.
- Read and interpret sketches and blueprints.
- Perform heavy manual labor.
- Understand and carry out oral and written instructions.
- Establish and maintain effective and harmonious working relations with school staff, employees, supervisors and the public.

- Provide training and support to M and O staff.
- Follow safe work practices.
- Follow safe driving practices.

Experience:

- Five years of experience in general construction and maintenance work.

Education:

- High school diploma or equivalent.
- Post-secondary Education – Preferred.
- Pass a rigorous District test related to the field applied.

LICENSE REQUIRED

- Possession of a valid California Motor Vehicle Operator’s License

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee’s primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL and MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

The physical and mental demands described above are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 43

Adopted: 3/14/05

Revised: 4/10/14, 3/19/2015, 04/2017

Approved: 04/2017

EQUAL OPPORTUNITY EMPLOYER
