

UNION SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE SPECIALIST LEAD

BASIC FUNCTION:

Under the direction of the Manager of Maintenance & Operations, the Maintenance Specialist Lead worker leads assigned staff and performs a variety of maintenance activities to support all district sites; ensures buildings and facilities are maintained in a working, orderly and secure condition; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Maintenance Specialist:

Perform a variety of skilled activities in the maintenance and repair of designated facilities, utilities and equipment including tasks in the carpentry, electrical, HVAC, construction, locksmithing, plumbing, irrigation and painting trades.

Review, prioritize, assign, receive and respond to work orders in a timely and efficient manner throughout each work day; maintain buildings and facilities to ensure a safe and attractive environment for students, staff and the public.

Troubleshoot electrical fixtures and equipment, heating, ventilation and air conditioning systems, various types of locks.

Perform regular safety checks of facilities to ensure compliance with established laws, codes and regulations; identify and resolve safety hazards; respond to and resolve emergency situations as required; assist with performing annual facility inspections and reporting.

Organize and lay out maintenance, repair, installation and construction tasks; interpret plans, diagrams, blueprints, sketches and specifications; estimate time, material and equipment requirements for assigned projects.

Operate various heavy equipment such as tractor, backhoe and forklift as needed. May be required to haul any of these pieces of equipment from site to site.

Identify, assign or complete repairs of maintenance problems; meet with vendors or contractors to obtain proposals for specific scopes of work as directed; assist with providing access and monitoring contractor's work progress.

Monitor inventory levels of maintenance supplies and equipment; order, receive and maintain appropriate inventory levels of supplies and equipment; work with vendors to secure specific items as needed for maintenance issues.

Ensure security of facilities during assigned hours; lock and unlock gates, doors and windows; turn alarms on or off according to established procedures; monitor facilities for vandalism and safety and fire hazards and report to appropriate personnel.

Move and arrange furniture and equipment on a limited basis; set up facilities for special events and meetings.

Perform preventive maintenance on equipment and utilities including replacing and servicing parts and

components as needed.

May be called upon to perform overtime in case of emergencies.

Attend mandatory trainings as required by your position.

Lead:

Lead assigned Maintenance Specialist workers in performing maintenance activities at multiple school sites; coordinate M&O functions to meet District needs; assist in establishing timelines and priorities; ensure related activities comply with established standards, policies and procedures.

Train and provide work direction and guidance to assigned personnel; arrange employee work schedules and assign daily duties to M & O personnel as required.

Coordinate work orders and ensure work is done in a timely manner; assist with review and assignment of work load as needed.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

Maintain various records related to assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE OF:

Understanding of the demands of maintenance work to a sufficient degree to lead and assist in all areas, as necessary.

- Proper methods, techniques, materials, tools and equipment used in modern maintenance work;
- Methods, materials, tools, terminology and equipment used in the building maintenance trades including electrical work, HVAC, carpentry, locksmithing, plumbing, irrigation and painting;
- Proper methods of storing equipment, materials and supplies including hazardous materials;
- Requirements of maintaining District buildings in a safe, clean and orderly condition;

Principles of training and providing work direction;

Basic inventory methods and practices;

Oral and written communication skills;

Interpersonal skills using tact, patience and courtesy;

Appropriate safety precautions and procedures;

Record-keeping techniques;

Proper lifting techniques; and

Material Safety Data Sheets (training provided if necessary).

ABILITY TO:

Lead assigned maintenance workers performing activities at multiple school sites to maintain buildings in a safe, working, orderly and secure condition;
Train and provide work direction and guidance to assigned personnel;
Assign employee duties and inspect completed work for accuracy;
Communicate effectively both orally and in writing;
Establish and maintain cooperative and effective working relationships with others;
Use cleaning materials and equipment in a safe and efficient manner;
Operate and maintain a variety of equipment;
Move and arrange furniture and equipment;
Observe and report safety hazards and need for maintenance and repair;
Observe health and safety regulations;
Meet schedules and timelines;
Maintain various records related to assigned activities;
Use various maintenance materials and methods;
Learn and apply appropriate safety precautions and procedures;
Learn and apply proper lifting techniques;
Inspect and ensure the security of facilities during assigned shift;
Understand and follow oral and written directions;
Establish and maintain cooperative work relationships with those contacted during the performance or required duties, including school personnel, students, parents and the community;
Effectively prioritize daily/weekly/monthly tasks;
Effectively work as a member of a team;
Model appropriate behavior and interact appropriately around preschool and school age children; and maintain regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient education and experience to demonstrate the knowledge and abilities listed above and a good work history demonstrating reliability and the ability to work independently. Six-years experience performing related duties preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Motor Vehicle Operator's License may be required;
Copy of DMV Report – to evidence satisfactory driving record;
First Aid and/or CPR (may be required; training will be provided);
Pre-employment Physical.

If required training will be provided:

Valid Forklift certification;
Some positions require welding;
HVAC Refrigerator & Handling I & II required to purchase refrigerant.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor work environment;
Seasonal heat and cold, humidity and rain or adverse weather conditions;

Subject to fumes, dust and odors;
Wear appropriate safety equipment such as gloves, masks, closed toe shoes, safety glasses.

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and instructions;
Ability to conduct verbal conversation;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Climb slopes, stairs, steps and ladders;
Push and/or pull a variety of tools and equipment weighing up to 50 or more pounds;
Lift up to 50 or more pounds frequently;
Carry up to 50 or more pounds frequently;
May sustain heavy physical effort for 8 hours;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;
Ability to work in a safe and effective manner in the following: at various elevated heights on ladders, roofs, and in restricted spaces, with a variety of chemical agents without allergic reaction; and
Demonstrate manual dexterity necessary to perform fine motor skills during custodial maintenance procedures and operate both manual and power hand tools, operate a variety of powered equipment and tools commonly associated with building maintenance services.

HAZARDS:

Exposure to cleaning agents and chemicals;
Exposure to blood borne pathogens;
Exposure to bodily fluids;
Working with and around machinery having moving parts;
Climbing ladders and working at heights;
Power saws and flying debris or nails;
Exposure to fumes from paints and solvents;
Exposure to cleaning agents and chemicals;
Noise.

Range: 720

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

**Board Approved 9.9.2019*