

Alta-Dutch Flat Union School District

Job Description

Job Title: Lead Maintenance/ Facilities

Reports To: Superintendent

Job Summary:

To perform essential maintenance, repairs, custodial duties, grounds keeping, and oversee the work of other custodians in order to maintain a safe, sanitary, positive learning environment

Essential Functions:

- 1) Maintenance
 - a. Assess, prioritize, and schedule service needs of the grounds and buildings
 - b. Track and report maintenance activities
 - c. Able to anticipate campus needs and report them to the superintendent
 - d. Maintain compliance with relevant legislative bodies
- 2) Repairs:
 - a. Basic carpentry, concrete, asphalt, noncomplex HVAC, noncomplex electrical, plumbing, painting, mechanical
 - b. Technical knowledge to; program and install HVAC and Irrigation controllers, troubleshoot and repair plumbing systems, lighting controls and systems
 - c. Repairs to district power equipment
- 3) Custodial Services
 - a. See Custodian adopted description
- 4) Grounds
 - a. Operation of power equipment and tractor in the course of maintaining a clean and pleasing environment
- 5) Oversight
 - a. Monitor effectiveness of custodial schedule and adjust as circumstances require
 - b. Coordinate activities with custodial staff in lead capacity to maximize efficiency
 - c. Assess and report custodial inventory needs
 - d. Other duties as assigned

Typical Working Conditions:

- Indoors and outdoors, sometimes under temperature extremes and hazardous conditions
- Exposure to dust, oils, and cleaning chemicals
- Exposure to child and other diseases in a school environment
- May work in equipment rooms, ladders or scaffolding

Physical Demands:

- Frequently need to distinguish voices in a fairly busy environment, evaluate varying distances, and differentiate between colors
- Continuous hand-eye coordination, manipulation of large and small objects, use of hands and fingers
- Ability to lift objects 50 pounds, carry objects 25 pounds, and lift objects 100 pounds with assistance
- Frequent lifting, carrying, pushing, and/or pulling, stooping, kneeling, crouching, and/or crawling
- Occasional climbing, balancing, and periods of sitting or remaining stationary

Qualifications:*Knowledge of:*

- Planning, organization maintenance of facilities
- Basic understandings of construction, engineering, architecture, and maintenance management
- All applicable work safety practices and procedures per Department of Industrial Relations (Cal/OSHA)
- Custodial and grounds keeping methods and practices

Ability to:

- Maintain basic records
- Maintain a sincere, friendly attitude toward fellow employees, students, parents, and the public
- Maintain consistent, punctual, and regular attendance
- Exercise sound judgment correlating to the needs and good interest of the district
- Identify situations and conditions that affect the work of colleagues
- Work independently and with flexibility
- Prioritize among multiple tasks
- Interpret and apply written rules, regulations, and procedures to a variety of situations
- Ability to drive a vehicle, operate motor equipment, and operate power tools

Educational Requirements:

- High school diploma or equivalent
- Three years of successful facilities/operations related experience preferred
- Valid California Driver's license
- Criminal Justice fingerprinting processing
- TB test clearance
- District required Medical exam