

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: LEAD MAINTENANCE WORKER

BASIC FUNCTION

Under direction of the Director of Maintenance, Operations, Facilities Development & Transportation or designee, to independently perform highly skilled and semi-skilled construction, maintenance, and repair functions in one or more maintenance trade areas; to provide lead coordination and assignment of tasks to Maintenance Worker I's and II's; and to do other related work as required. Incumbents in this classification provide students, staff, and the public with well-maintained and safe building infrastructure, facilities, and grounds which directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Assigns work orders, provides lead coordination on crew projects and prioritizes tasks and work teams comprised of Maintenance Worker I's and II's
- Performs or assists in the alteration, repair, and maintenance of various wood structures, utilizing hand tools and woodworking equipment (such as drills, routers, table saws)
- Prepares or assists in the preparation of wood, metal, stucco, plaster, brick, and cement surfaces
- Applies paint, varnish, enamel, lacquer, and other protective and decorative finishes
- May line athletic fields using paint striping machine
- Performs or assists in the maintenance, and repair of electrical equipment, controls, and lighting systems
- Performs or assists in a variety of functions pertaining to the installation, maintenance, and repair of air conditioning, heating, and ventilation systems
- Performs or assists in the repair and replacement of pipes, valves, fittings, and other water and gas systems fixtures
- Performs or assists in the installation, maintenance, and repair of electronic equipment and various systems, such as clocks, scoreboards, and intrusion alarms
- May plan, organize, and lay out assigned tasks, as well as estimate material and labor costs and acquire or authorize purchase of needed materials, tools and/or equipment related to a work assignment
- Maintains various records, including preventative maintenance records
- May coordinate, organize and direct the work of others
- Contacts vendors and obtains prices and services for various materials such as HVAC filters, paint, lumber, etc.
- May be called in to work evenings and weekends on an overtime basis
- Drives a service vehicle to and from work sites
- Participates in various maintenance projects such as moving furniture and equipment, large setups or other activities (e.g., summer moves, new construction set up, special events)
- Performs other duties related to the class as assigned

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JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Operate a variety of tools and equipment utilized in the performance of installation, repair and maintenance of electrical systems, plumbing systems, heating and air conditioning systems or other skilled areas

Knowledge of:

- Materials, equipment, procedures, and tools used in performing skilled journey level construction, maintenance, and repair tasks
- Building code requirements, policies, regulations, and guidelines pertaining to school district facility and equipment, construction, maintenance, and repair
- Safe working methods and procedures

Ability to:

- Perform construction, maintenance, and repair tasks at the skilled journey level in one or more of the basic maintenance trades
- Plan, organize, and lay out construction, maintenance and repair tasks and functions
- Accurately estimate labor and material costs
- Work from diagrams, blueprints, shop drawings, sketches, and schematics
- Maintain simple records and prepare complete and concise reports
- Operate a computer to make entries into the work order system or to look up materials and supplies needed for projects
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Work courteously and tactfully with co-workers, public, pupils and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Identify needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Skillfully handle difficult situations using good judgment

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform heavy work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, it is deemed that he or she can also do medium, light, and sedentary work. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

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EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two (2) years of experience at a journey level in one or more of the basic maintenance trades.

Education:

Equivalent to the completion of High School, supplemented by coursework or training in one or more of the maintenance craft areas.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a valid California Class C, or higher, Motor Vehicle Operator's License to drive District-assigned vehicle

CONDITION OF EMPLOYMENT

- Insurability by the District's liability insurance carrier
- Must receive two (2) hours of asbestos awareness training within the first 60 days of employment. Federal law requires that employees receive additional asbestos-containing building material (ACBM) training if they work in areas in which asbestos building materials may be disturbed. The District provides this training.