

## LEAD MAINTENANCE TRADESWORKER

### BASIC FUNCTION:

Under direction, to assist in the planning, scheduling, and leading of skilled and general maintenance personnel; to inspect, monitor, and participate in the repair, maintenance, and construction of district facilities, buildings, and equipment; and to do other related work as required or assigned.

### DISTINGUISHING CHARACTERISTICS:

The Lead Maintenance Tradesworker classification is assigned to the Director of Support Services.

### ESSENTIAL JOB FUNCTIONS:

1. Assists in establishing maintenance, repair, and construction priorities.
2. Organizes, schedules, leads, and participates in the work functions of the maintenance, repair, and construction operations.
3. Inspects and reviews maintenance work sites, school facilities, and office buildings to ensure against safety hazards and improper preventive maintenance.
4. Assists in evaluating school facilities and office buildings, and recommends repair and refurbishing needs.
5. Reviews work orders and major project plans, and aids in the coordination of manpower resources and material allocation.
6. Assists in the planning, development, and conduct of orientation and in-service training programs for maintenance personnel.
7. Confers with district and site personnel and others regarding maintenance, repair, and construction projects.
8. Assists in the budget planning and expenditure control process.
9. Reviews supply, material, and equipment needs and recommends acquisition of needed stock in order to maintain an appropriate inventory.
10. Maintains a variety of records pertaining to the maintenance operational process that may include cost estimates as to time and material, and personnel service time data.
11. Assists skilled and general maintenance personnel in arriving at alternative solutions to unusual and unforeseen problems, issues, and concerns.
12. Performs highly technical and skilled maintenance craft functions.
13. Drives a service vehicle to and from work sites.

### JOB REQUIREMENTS AND QUALIFICATIONS:

1. High school diploma or equivalent education.
2. Experience and/or training likely to provide the required knowledge and skill in one or more of the maintenance craft areas.
3. Possession of a valid California Motor Vehicles Operator's License.
4. Knowledge of methods, techniques, supplies, materials, and equipment utilized in school facility, building, and equipment maintenance, repair, and construction.
5. Knowledge of legal mandates, policies, regulations, and guidelines pertaining to the maintenance, repair, and construction of school facilities, office buildings, and equipment.
6. Knowledge of safe working methods and procedures.
7. Ability to plan, organize, and lead skilled and general maintenance personnel in the performance of maintenance, repair, and construction functions.
8. Ability to accurately estimate time and material costs.
9. Ability to perform highly skilled and complex craft maintenance functions.
10. Ability to interpret blueprints, plans, drawings, schematics, and other data pertaining to the maintenance, repair, and construction of school facilities, office buildings, and equipment.
11. Ability to maintain a simple data management, storage, and retrieval system.
12. Ability to communicate effectively in oral and written form.
13. Ability to understand and carry out oral and written directions.
14. Establish and maintain cooperative working relationships.

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PHYSICAL DEMANDS:

The physical 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 vision, 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.

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

LICENSE, CERTIFICATIONS, BONDING, AND/OR TESTING REQUIRED:

TB Test Clearance; Criminal Justice Fingerprint Clearance; Possession of a valid, appropriate California Driver License.