

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	LEAD MAINTENANCE PERSON
Job Family:	Maintenance & Facilities
Reports to:	Supervisor, Facilities, Operations, and Maintenance
Salary Level:	Range 32
Calendar:	Classified 12 Month

DEFINITION:

Under the direction of the Supervisor, Facilities, Operations, and Maintenance, lead and participate in a variety of general and semi-skilled activities involved in the maintenance and repair of designated facilities, utilities, grounds and equipment; assist in the development and implementation of maintenance and repair projects; train and provide work direction and guidance to assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lead and participate in a variety of general and semi-skilled activities involved in the maintenance and repair of designated facilities, utilities, grounds and equipment including tasks in electrical work, heating, ventilation, and air conditioning (HVAC), carpentry, gardening, plumbing and painting; ensure a safe environment for students and staff.
- Assist in the development and implementation of preventive maintenance, repair and construction projects; estimate labor, material and equipment requirements for projects; monitor, assess and modify activities in response to project progress.
- Train and provide work direction and guidance to assigned personnel; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures.
- Move and arrange furniture and equipment; maintain, repair and assemble cabinets, bookcases and a variety of other furniture and equipment; prepare various surfaces for painting and apply paint as needed; replace windows as needed; repair and install locks and security devices.
- Inspect grounds and buildings to ensure the safety and health of staff and students; replace light bulbs and ballasts; perform minor electrical repairs such as repairing or replacing wiring, fixtures, switches, receptacles and lighting circuits.
- Perform regular safety checks of facilities to ensure compliance with established laws, codes and regulations; check fire extinguishers and smoke alarms to ensure proper operation as assigned; service and perform minor repairs on HVAC systems.
- Operate and maintain a variety of maintenance equipment including a variety of hand and power tools.
- Organize and lay out assigned tasks; participate in minor renovation projects in designated facilities.
- Perform minor plumbing duties as necessary; inspect and repair leaks, obstructions and general system failures.
- Maintain and repair office machines and maintenance equipment as requested; repair, install and maintain playground equipment as required.
- Lock and unlock doors and gates as directed; turn lights on and off; maintain security of assigned areas per established guidelines.
- Communicate with personnel to exchange information and resolve issues or concerns.
- Maintain various records related to assigned activities.
- Monitor inventory levels of maintenance supplies as required; order, receive and maintain inventory of supplies as assigned.

Other Duties:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school, or equivalent and three years increasingly responsible general maintenance experience, working knowledge of carpentry, plumbing, electrical and heating trades and knowledge of a variety of building trade material, equipment and methods. Journeyman level skill in one or more of the building trades.

Licenses and other Requirements

- Valid California Class C Driver's license and proof of insurance. *(Must submit authorization for License Pull Notice.)*

Knowledge of:

- General methods, materials, tools, terminology and equipment used in the building and grounds maintenance trades.
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining facilities, utilities and equipment in good repair.
- Operation of a variety of hand and power tools and equipment.
- Applicable building codes, ordinances, fire regulations and safety precautions.
- Appropriate safety precautions and procedures.
- Principles of training and providing work direction.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Proper lifting techniques.

Ability to:

- Lead and participate in a variety of general and semi-skilled activities involved in the maintenance and repair of designated facilities, utilities, grounds and equipment.
- Assist in the development and implementation of maintenance and repair projects.
- Train and provide work direction and guidance to assigned personnel.
- Receive and respond to routine maintenance requests.
- Operate a wide variety of hand and power tools and equipment.
- Move, maintain, repair and assemble furniture and equipment.
- Perform minor electrical and HVAC maintenance, replacements and repairs.
- Prepare various surfaces for painting and apply paint.
- Replace light bulbs and ballasts.
- Inspect and repair leaks, obstructions and general plumbing system failures.
- Estimate material and supply needs.
- Observe health and safety regulations.
- Maintain routine records related to work performed.
- Interpret and apply applicable building codes, ordinances, fire regulations and safety precautions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Perform heavy physical labor.

DESIRED QUALIFICATIONS:

- Advance training relative to building maintenance.
- Training in all building trades and a record of work in all trades.
- Training in the methods and techniques of supervision of maintenance personnel.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Regular exposure to fumes, dust, dirt, oil/grease.
- Seasonal heat and cold or adverse weather conditions.

Physical Demands:

- Dexterity of hands and fingers to operate a variety of tools and equipment.
- Hearing and speaking to exchange information.
- Seeing to perform maintenance duties.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, stooping, kneeling or crouching.
- Climbing ladders and working from heights.
- Walking or standing for extended periods of time.

Hazards:

- Working around and with machinery having moving parts.
- Working at heights.
- Exposure to fumes from paints and solvents.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018