

JOB DESCRIPTION

Pleasanton Unified School District

LEAD SAFETY, FACILITIES, AND TELECOMMUNICATIONS SPECIALIST

Purpose Statement

The job of the Lead Safety, Facilities, and Telecommunications Specialist is done for the purpose/s of maintaining facilities for students, staff and public in safe operating condition; maintaining a preventive maintenance program; performing skilled maintenance in safety, telecommunications and specialized building trades (e.g. plumbing, electrical, ventilating systems, alarms, boilers) to resolve immediate operational and/or safety concerns. To repair and enhance telephone cabling and hardware systems to offices and classrooms; security system maintenance and the energy management needs of the district.

Essential Functions

- Coordinates with administration and other trades for the purpose of completing projects and work orders efficiently.
- Designs systems and/or special requests for items for the purpose of meeting various maintenance and facility needs.
- Inspects facilities, systems and their components (e.g. playgrounds equipment, heating systems, plumbing, etc.) for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Installs system component parts, classroom and office equipment and facility components (e.g. lighting, heating and ventilating systems, alarms, plumbing, security, electrical panels, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Maintains tools and equipment for the purpose of ensuring the availability of items in safe operating condition.
- Oversees assigned maintenance support personnel and summer workers as may be required for the purpose of ensuring work is completed safely and accurately and in a timely manner.
- Prepares documentation (computerized work order system) (e.g. cost estimates, requisitions, etc.) for the purpose of providing written support and/or conveying information.
- Repairs various items, systems and/or components requiring skills of maintenance trades (e.g. electrical, plumbing, electronics, locksmith, painting, wall board, safety rails, doors, locks, windows, pumps, toilets, plumbing fixtures, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Assists other trades' as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; and planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: variety of skilled trades, e.g. mechanical, electrical, heating and ventilation, concrete, ceramic tile, masonry, etc.; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and working with constant and sustained interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 50% walking and 45% standing. The job is performed under some temperature extremes, some hazardous conditions, and in a clean atmosphere.

Experience

Job related experience within specialized field is required

Education

Targeted job related education that meets organization's prerequisite requirements.
High School Diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

Valid Driver's License & Evidence of Insurability
EPA Section 608 Universal Certification
Section 609 MVAX Technical Certification
Green HVAC/R Certified Technician Certification

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Exempt

Salary Grade

Classified 30

Board Approved: 05-09-2017