

## Lead District Maintenance Specialist

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**Classification: Classified**

**Salary Range: 30**

**Work Year: 260 Days**

**FLSA Status: Non-exempt**

**Board Ratified:**

### **OVERALL RESPONSIBILITY**

Under general supervision of the Director of Maintenance and Transportation, leads, directs and performs skilled and semi-skilled work in various trades in the repairing, remodeling, altering, construction, and maintaining of District facilities and grounds; performs other related duties as required.

Which incumbents in this classification may be specialized in one of the craft trades, they are expected to perform duties outside of the specialty area as assigned.

### **SPECIFIC RESPONSIBILITIES:**

Responsibility to:

- Coordinates the work of District building maintenance and grounds
- Analyzes alternatives, estimates cost and recommends best course of action in completing projects.
- Inspects as well as assists in maintenance projects
- Keeps records of maintenance, grounds and repair work including materials, time and parts used.
- Performs carpentry work including making cabinets, door casings, furniture and window trim, construction walls and room dividers, repairing or replacing door and jambs; and hanging sheetrock; read and interpret blueprints.
- Performs plumbing work including repairing or installing pumps, gas, water and sewage lines, drinking fountains, boilers, heaters and drains.
- Performs electrical work including running conduit and wire, installing circuit breakers, alarm systems, fans and light fixtures, pumps, motors, transformers, switches, and electrical components of computer systems.
- Performs mechanical work including repairing, installing and maintaining heating, ventilation and air conditioning units, compressors, condensers, motors and electrical components, and evacuating and recharging units
- Performs glazing work including measuring, cutting and installing windows, glass, mirrors, light diffusers; caulks joints, repairs flashing.
- Performs floor-covering work including installing carpet, linoleum, floor tile and ceramic wall tile
- Performs cement work including mixing and patching holes, poring and finishing concrete and removing concrete.
- Installs and repairs locks and makes keys, maintains master keying system
- Repairs roofs; clean and replaces gutters
- Maintains records of time and materials used
- Modifies and fabricates equipment using a variety of welding techniques.

- Installs new or replacement equipment in gymnasiums or playgrounds; repairs cafeteria equipment.

## QUALIFICATIONS

### Minimum Requirements:

#### Knowledge of:

- Standard tools, equipment and materials; methods, theories, principals, and terminology basic to each craft.
- Physical capability to perform job tasks
- Applicable codes, rules and regulations

#### Ability to:

- Provide leadership and direction to maintenance and grounds staff
- Follow proper safety procedures
- Analyze alternatives, estimate cost, and determine best course of action in completing job
- Operate heavy equipment
- Follow oral and written instructions
- Work with students, District personnel, and general public in a pleasant and cooperative manner

#### Education:

- **High School Diploma Required.**

#### Experience:

- **At least one year working in a management or leadership position as it relates to business maintenance and or operations.**

### **OTHER CHARACTERISTICS:**

- Possession of a valid California Motor Vehicle Operators license of the proper class to operate vehicles or combinations of vehicles to satisfy job requirements
- Maintain District-insurable driving record
- Recruitment may be limited to the craft specialty in which the vacancy exists

### **PHYSICAL DEMANDS:**

- **This type of work will involve walking, standing or sitting for extended periods.**
- **Stooping, squatting, kneeling, overhead reaching and repetitive bending may be involved frequently with this position.**
- **Perceiving the nature of sound, near, far, and color vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handle work with various materials and objects are important aspects of this job.**
- **The employee must occasionally lift and/or move up to 25 pounds.**
- **Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.**

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee regularly works inside in an office. The noise level in the work environment is usually low to moderate.