

COAST UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: MAINTENANCE LEAD

SALARY RANGE: 19

DEFINITION

Under the general supervision of the Supervisor of Maintenance and Operations in coordination with the Site Administrators, will lead, direct and implement operational procedures for the assigned department and to perform skilled maintenance work in several trade areas and at the journeyman level in one trade; to perform routine maintenance and related work as required.

EXAMPLE OF DUTIES

Schedule work and assign duties to department employees; Prepare budgets; Maintain inventories and prepare purchase requisitions; Oversee department operations related to establishing routines, procedures and timeline for completion of departmental duties; Train employees on proper operational procedures, safety and specific job duties; Conduct department meetings as needed; Work to ensure assignments and responsibilities of the department are completed properly and efficiently; Conduct monthly meetings with site management and immediate supervisor; Plan jobs; order materials needed; keep required records and make reports; care for tools of the trade; service fans, compressors, pumps, and motors by oiling, greasing, packing, and cleaning as required; diagnose operating difficulties and make adjustments and repairs as necessary; inspect and adjust ventilating systems to ensure proper heat and air flow; inspect boiler controls, valves, switches, and water levels, and fire steam boilers; make electrical repairs such as replacing fuses, fixtures, socket drop cords, switches; tape exposed wiring; service and repair audio-visual equipment, recording equipment, television sets, clock systems, and fire alarm systems; make emergency repairs and adjustments to plumbing equipment and apparatus in school buildings, such as replacing broken pipe, cleaning clogged drains, flushing sewer lines, and replacing faucets, washers, gaskets, and radiator valves; maintain and make repairs to furniture, cabinets, and other equipment; scrape, sand, fill, or in other manner prepare surfaces for painting or repainting; apply finishes to various surfaces, such as wood, metal, glass, plaster, stucco, wallboard, brick, and cement; install window glass, make lock repairs; use hand and power tools, and other equipment; patch roofing leaks and seam cracks; inspect, repair, fabricate, install, service, and maintain equipment and buildings of the districts in the specialty for which qualified; may operate a light truck incidental to performance of work; as assigned, work cooperatively with grounds and custodial personnel on school equipment repair; works as part of a crew during school recess or special occasions as directed; assist custodian and grounds staff as directed; perform grounds or custodial work at a smaller school independent of grounds or custodial personnel as directed; participate in staff development; do other special projects as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience: Equivalent to that required for journeyman status within one trade specialty. Training or experience in repair and maintenance in several areas; completion of high school or equivalent.

Knowledge and Abilities: Must have a fundamental working knowledge of skills, tools and materials necessary to perform job tasks; working knowledge of applicable codes; ability to exercise good judgment and work effectively in the absence of supervision; ability to direct the work of others, providing required in-service training as needed.

Ability to do strenuous physical work; ability to be adaptable to changing situations; ability to carry out oral and written instructions; ability to read, write, and compute at the level required by the position; ability to work independently; ability to skillfully and safely operate and care for particular kinds of equipment assigned; ability to establish and maintain effective working relationships with staff members, parents, and students.

Successful Completion of Hiring Process

LICENSE/CERTIFICATE REQUIREMENTS:

Valid California Driver's License, certification of training in specialized field.