

# COAST UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

TITLE           **MAINTENANCE SPECIALIST**

### DEFINITION

Under the general direction of the Supervisor of Maintenance, Operations, and Transportation or the Superintendent or Superintendent's Designee, organizes, coordinates, and directs the maintenance and operation of district buildings and grounds and related work as assigned or required.

### EXAMPLES OF DUTIES

Advises on and approves work orders, prepares requisitions for materials or service to expedite various jobs; assists vendors, architects, and contractors in preparing to bid district work or plans to construct or alter district school buildings or grounds; inspects all important maintenance, groundskeeping and custodial work within the District. Makes recommendations to the Supervisor of Maintenance, Operations, and Transportation of future stock, materials and manpower needs. Provides technical instruction regarding methods and procedures of work supply and equipment requirements, operational priorities solving existing problems, and determining immediate needs. In the absence of the Supervisor of Maintenance, Operations, and Transportation, may be assigned to temporarily direct and assign maintenance, groundskeeping, and custodial personnel. Prepares written or oral reports as requested. Attends meetings and conferences as directed to improve knowledge and skills. Performs duties of Operations 1 and 2 as directed or as needed; works as part of a crew during school recess and special occasions as directed and does other special projects as assigned.

### DESIRED QUALIFICATIONS

Experience and Education: Five years increasingly responsible experience in the maintenance and custodial aspects of large buildings. High school graduate or equivalent.

Knowledge of: Safety requirements for maintenance and operations of school buildings, grounds and equipment. Methods, practices, equipment and supplies used in the maintenance, repair and operation of buildings.

Ability to: Confer with others in determining necessary work and work priorities. Plan and organize work involved in maintaining school buildings and grounds. Inspect maintenance and grounds work such as construction or repair of buildings, painting and repair and installation of plumbing, electrical and irrigation systems. Plan, coordinate and direct the work of others effectively. Carry out written and oral instructions effectively. Establish and maintain effective working relationships with staff members, parents and students. Perform all qualifications of Operations II/Maintenance Worker.

License/Certificate Requirements: Valid California driver's license. AHERA required 14-hour training certificate. A valid respirator fit-test and AHERA asbestos physical. The employee shall be able to maintain all AHERA required re-certifications. Medic first aid certificate and shall keep it current.