

Maintenance Lead

Purpose Statement

The job of Maintenance Lead is done for the purpose of providing oversight to department operations with specific responsibility for coordinating and assisting workers; ensuring completion of projects in accordance with trade standards; providing information on department plans and operations; assisting in the training of Maintenance Workers; and supporting other skilled trades in completing work assignments.

This job reports to Assigned Supervisor

Essential Functions

- Assists in overseeing department operations for the purpose of ensuring functions are performed efficiently and in compliance with District and site requirements.
- Analyzes department plans and work environment for the purpose of identifying the best work location and determining the most safe and efficient approach.
- Collaborates, communicates, and coordinates with supervisor and trades colleagues for the purpose of completing projects and work orders efficiently.
- Estimates time and equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Facilitates and participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Maintains vehicle, tools, and equipment as needed for the purpose of ensuring their availability and functionality.
- Operates equipment as needed and allowable under current certification requirements for the purpose of providing a safe working environment.
- Performs routine and preventive maintenance as needed for the purpose of ensuring the ongoing functionality of District wide systems.
- Prepares information for the purpose of documenting activities and conveying information.
- Procures equipment and supplies as needed for the purpose of maintaining availability of items needed to complete jobs efficiently.
- Repairs a variety of work-related systems as needed for the purpose of ensuring that items are available and in safe working condition.
- Researches work-related topics for the purpose of gathering information and making recommendations.
- Trains Maintenance Workers as needed for the purpose of developing their professional and safety awareness skills.
- Transports a variety of tools, equipment, and supplies as needed for the purpose of ensuring their availability as required at job sites.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and procedures; diagnosing equipment malfunctions; estimating required resources; inspecting buildings and grounds; operating job related equipment; planning and managing projects; reading blueprints and schematics; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, laws, rules, regulations, and policies regarding department-related operations; and safety practices and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; analyzing issues and determining appropriate course of action; applying material handling techniques; available on-call; communicating with persons of diverse backgrounds; displaying mechanical aptitude; meeting deadlines and schedules; organizing tasks; setting priorities; working as part of a team; and working with detailed information.

Responsibility

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

Work Environment

The usual and customary methods of performing the job's functions require 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 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Five years job related experience within a specialized trade with increasing levels of responsibility, including foreman experience is required.

Education (Minimum): Targeted, job related education with study in job-related area.

Equivalency: Journeyman with increasing levels of responsibility demonstrated.

Required Testing

None Required

Certificates and Licenses

Valid Driver's License

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

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Salary Grade

Range 12