

# Santa Maria-Bonita School District

## LEAD MAINTENANCE

### **BASIC FUNCTION**

Under the direction of Supervisor of Maintenance & Operations, oversee and participate in the performance of a variety of semiskilled and skilled maintenance, repair and construction tasks in the maintenance of school facilities.

### **REPRESENTATIVE DUTIES**

#### **(IN ADDITION TO DUTIES LISTED ON THE EMPLOYEE'S REGULAR JOB DESCRIPTION)**

Oversee and participate in the day-to-day activities of an assigned crew including skilled, semi-skilled and unskilled building maintenance personnel to assure the timely and efficient completion of assignments**E**; train and provide work direction to assigned building maintenance personnel in one or more craft areas**E**; prioritize, schedule, assign and review work**E**; oversee the activities of assigned building maintenance workers and coordinate activities with other maintenance employees**E**; inspect work in progress and completed to assure compliance with proper work methods, safety practices and procedures, and quality standards**E**.

### **KNOWLEDGE AND ABILITIES**

#### Knowledge of:

Basic supervision;  
Principles and practices of training and providing work direction;  
Oral and written communication skills;  
Interpersonal skills using tact, patience and courtesy.

#### Ability to:

Train and provide work direction to others;  
Inspect and evaluate quality of work performed in trades assigned;  
Prioritize, schedule, assign and review work;  
Communicate effectively both orally and in writing;  
Analyze situations accurately and adopt an effective course of action.

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: Graduation from High School supplemented by training in one or more of the maintenance trades and one year of experience as a semiskilled or skilled worker in one or more of the basic maintenance trades.

### **LICENSES AND OTHER REQUIREMENTS**

Valid California Driver's License;  
Insurability by the District's liability insurance carrier.

### **WORKING CONDITIONS**

#### Environment:

Indoor/outdoor/adverse weather environments;  
Driving a vehicle to conduct work.

#### Physical Abilities:

Climbing ladders;  
Reaching overhead, above the shoulders and horizontally;  
Lifting heavy objects;  
Seeing to perform work;  
Heavy physical labor;  
Dexterity of hands and fingers to operate assigned tools, vehicles and equipment;  
Kneeling or crouching or bending at waist;  
Hearing and speaking to exchange information.

#### Hazards:

Working at heights;  
Fumes and gases;  
Working around and with machinery having moving parts.