

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.