

## LEAD DISTRICT MAINTENANCE

### BASIC FUNCTION:

Under the direction of the Director of Facilities & Operations, plan, organize and participate in the maintenance and repair activities on a variety of District equipment including buildings, electrical, mechanical, plumbing, grounds and cleaning equipment. Train and provide work direction to assigned district maintenance staff.

### REPRESENTATIVE DUTIES:

- Plan, organize and participate in the maintenance and repair activities on a variety of district equipment. **E**
- Perform journey-level work in the inspection, diagnosis, repair and maintenance of fans, motors, pumps, building systems, concrete, asphalt, plumbing, electrical/electronic, roofs, walls, grounds, structural equipment, furniture, cabinetry, ramps, windows, flooring. **E**
- Train and provide work direction to assigned maintenance staff; receive work orders, plan and assign work; inspect completed work and work in progress to assure compliance with work orders. **E**
- Determine equipment and material needs and requisition parts as necessary; order and pick up parts, supplies and materials; establish and maintain shop inventory procedures; communicate with the Director on work projects and other related assignments. **E**
- Diagnose troubles and make repairs such as general overhauling, replacing and adjusting components, and disassembling and reassembling complex equipment. **E**
- Perform routine maintenance safety checks and inspections. **E**
- Perform and maintain electrical and acetylene welding, brazing and soldering as assigned. **E**
- Maintain shop area, equipment and tools in a safe, clean and orderly condition. **E**
- Prepare and maintain records and reports, including OSHA, Cal OSHA required items and training. **E**
- Operate the following equipment and train others on the safe operation of forklift, scissor lift, boom lift, all shop equipment (e.g. saws, drills, drill press, lathes, compressors, tractor, dump truck/trailer, lawn mowing and trimming equipment). **E**
- Oversee the district maintenance facilities in the absence of the Director of Facilities and Operations. **E**
- Communicate with staff in other departments. Provide timely response to maintenance needs and requests. Coordinate work between district maintenance staff and school site maintenance/grounds staff. **E**
- Inspect school buildings and facilities to determine needed maintenance and repair. **E**
- Conduct various informational and training meetings for maintenance staff to assure safe and proper work practices as directed. **E**
- Perform related duties as assigned.

### KNOWLEDGE OF:

Techniques and practices of maintenance and repair of buildings, grounds, tools and related equipment.

Safe operation of related tools, equipment and procedures in the overhaul, repair and adjustment of all school and maintenance/construction equipment.

Operation, theory and principles of gasoline, diesel, electrical and battery-powered equipment.

Methods, equipment, tools and materials used in the repair and maintenance of equipment.

Provision of OSHA and Cal OSHA and the Education Code applicable to the operation and maintenance/construction of school equipment, as well as any other health and safety codes.

Principles and practices of training and providing work direction.

Inspection and diagnostic procedures for vehicles and equipment.

Technical aspects of field of specialty.

Shop math applicable to equipment maintenance.

Work order systems.

Computers and computer related equipment.

**ABILITY TO:**

Provide a DMV printout dated within two months.

Diagnose, repair and maintain a wide variety of gasoline, diesel, electric and battery-powered equipment.

Diagnose and repair mechanical, electrical, plumbing and computerized malfunctions.

Operate specialized equipment used in repairing of equipment.

Read and apply technical and mechanical diagrams, schematics and repair manuals.

Train and provide work direction to assigned staff.

Analyze situations accurately and adopt an effective course of action.

Maintain records related to safety, preventative maintenance and work performed.

Understand and follow oral and written directions.

Work cooperatively with others.

Observe legal and defensive driving practices.

Read blueprints, instruction manuals, and technical publications.

Use hand and power tools.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years journey-level trades experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license.

**WORKING CONDITIONS:**

Equipment repair shop environment.

School campus environment.

Driving a vehicle to conduct work.

Emergency call-out.

**PHYSICAL ABILITIES:**

Pulling, pushing, lifting and carrying heavy objects.

Walking or standing for extended periods.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Dexterity of hands and fingers to operate power tools and equipment.

Seeing to observe and perform repairs.

Perform repetitive hand and body motions.

**HAZARDS:**

Exposure to noise, fumes and vapors from equipment operation.

Working in a cramped or restrictive work chamber.

Working around and with machinery having moving parts.

9/21/01

SMJUHSD

Range 34