

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: TEAM LEAD - MAINTENANCE

BASIC FUNCTION:

Under the direction of the Area Supervisor-Maintenance & Operations or designee, assist in planning and carrying out the day to day operations of maintenance personnel; assist in scheduling, inspecting and implementing maintenance tasks. Perform skilled maintenance work of one major trade at the journey level.

ESSENTIAL FUNCTIONS:

Assist in planning and carrying out the day to day operations of maintenance personnel.

Assist in scheduling, inspecting and implementing maintenance tasks.

Coordinate work at school sites with maintenance personnel.

Confer with District personnel to exchange information and resolve issues or concerns.

Train and provide work direction and guidance to assigned personnel; provide input for employee evaluations.

Prepare and maintain records and reports related to materials, labor costs and assigned activities.

Assist in the recommendation and acquisition of tools, supplies and equipment; maintain inventory of tools and equipment.

Act as a technical source for assigned workers regarding work methods, procedures and problem solving.

Assist supervisor in estimates, schedules, and work hour requirements for the completion of job assignments; effectively meet established deadlines and schedules.

Perform routine and emergency repairs and adjustments to assigned school buildings and facilities.

Perform a variety of skilled work in the maintenance and repair of District facilities, systems and equipment; assist skilled trade personnel in the performance of a variety of technical and specialized jobs including, but not limited to plumbing, locksmith, painting, electrical, wood and metal construction and carpentry.

Operate a motor vehicle to transport equipment, supplies and materials to and from District and vendor sites; operate a variety of machinery, including bobcat, concrete grinder, jackhammer, tools and other equipment.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, operation and proper maintenance and repair of tools, materials, equipment and machinery used in the building and construction trades.

Building construction practices and laws related to construction and repair of school buildings and grounds.

Appropriate health and safety precautions and procedures.

Basic welding equipment and techniques.

Proper methods of storing equipment, materials and supplies.

Hazmat, MSDS, and safety regulations and practices.

District and Maintenance & Operations procedures, rules and policies.

Proper methods of storing equipment, materials and supplies.

Basic record-keeping techniques.

Oral and written communication skills.

Operation of a computer and assigned software

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Proper lifting techniques.

ABILITY TO:

Assist in planning and carrying out the day to day operations of maintenance personnel.

Assist in scheduling, inspecting and implementing maintenance tasks.

Assist in carrying out the requirements of the Facility Inspection Tool (FIT).

Interpret and apply District and Maintenance & Operations policies and procedures.

Perform a variety of skilled work in the maintenance and repair of assigned District facilities and equipment.

Apply principles and methods used in a variety of rough and finish carpentry work.

Perform building construction practices for the construction and repair of school buildings and grounds.

Work from blueprints, sketches, plans and specifications.

Assist other skilled personnel in the performance of assigned duties.

Effectively and safely operate a variety of assigned tools and equipment.

Understand and carry out oral and written directions; read and write at a level sufficient to fulfill the duties to be performed for the position described.

Observe health and safety regulations.

Establish and maintain cooperative and effective working relationships with others.

Maintain routine records related to work performed.

Operate District vehicles and equipment observing legal and defensive driving practices.

Use a breathing respirator as needed.

Maintain consistent, punctual and regular attendance.

See to identify a variety of materials and to inspect structural integrity of District facilities.
Stand for extended periods of time.
Floor-lift 90 pounds and arm-lift 90 pounds.
Speak, read and write English at a level required for satisfactory job performance.
Climb ladders and work from heights.
Move hands and fingers to operate a variety of specialized hand and power tools and equipment.
Hear and speak to exchange information.
Reach overhead, above the shoulders and horizontally.
Bend at the waist, stooping, kneeling or crouching.
Perform heavy physical labor.
Use proper lifting methods.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school supplemented by four years of experience and journey level skills in school building maintenance.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Incumbents must obtain certification to wear a respirator within probationary period.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes, dust and odors.
Seasonal heat and cold or adverse weather conditions.

HAZARDS:

Working with power saws and flying debris.
Working at heights to perform work from roofs, scaffolding, platforms and lifts.
Exposure to paint and other maintenance-related fumes.

SALARY RANGE: AFSCME 21- 581