

Maintenance and Operations Lead

DEFINITION

Under direction and supervision of the Chief Business Official (CBO), perform maintenance and operation duties and provide direction to M&O staff in compliance with all laws and regulations and District policies and procedures.

This position requires independent judgment with respect to maintenance and operations. Serve as a working Lead and perform any function of maintenance, operations, and custodial when necessary. Plan, organize, coordinate, and oversee day-to-day M&O activities. Provide direction and training to custodial staff, courier, and (when applicable) student workers.

EXAMPLES OF DUTIES

Maintenance/Operations:

1. Establish project priorities based on maintenance requests submitted in consultation with CBO. Coordinate work utilizing department staff (when available) to perform custodial, and courier duties effectively and safely.
2. Examine and inspect facilities, grounds, and equipment for safety, needed repairs, and preventive maintenance.
3. Perform minor repairs and preventive maintenance duties to buildings, heating/air conditioning, electrical, and plumbing systems, fire extinguishing equipment. For major repairs recommend and obtain approval for professional services when necessary in consultation with CBO.
4. Ensure proper and safe functioning of equipment and provide safe and secure storage to prevent theft.
5. Move furniture and delivers large items upon request.
6. Perform and assign custodial duties as needed.
7. Perform routine security checks of building and responsible for opening and closure of buildings, liaison with security alarm company.
8. Determine needed equipment, materials, and supplies and submit purchase order requests when necessary to maintain sufficient M&O inventory for effective operations.
9. Communicate with administrators and District personnel to resolve issues and concerns as it relates to M&O.
10. Assisting on implementation Emergency Preparedness Procedures and Drill Schedule in consultation with the CBO.
11. Other duties as assigned.

QUALIFICATIONS

Any combination of training and experience which would indicate possession of the knowledge, skills, and abilities, an example is: 5 years of increasingly responsible experience in maintenance and operations in a school setting.

At minimum, must be a high school graduate skilled in maintenance areas demonstrated by work experience, license and/or registration. Must have a valid California Driver's License and proof of current vehicle insurance.

Knowledge of:

1. Applicable State and federal laws, rules, and regulations as it pertains to building maintenance activities and operations.
2. District rules, regulations, procedures, and policies.
3. Knowledge of safe working practices.
4. Methods, practices, equipment (including maintenance of), and supplies used in the maintenance and building trades.
5. Methods, practices, equipment, and supplies used in custodial and grounds care.
6. Record-keeping and reporting principles and practices.
7. Correct usage of English, grammar, spelling, punctuation, and vocabulary.
8. Effective office principles, procedures, and practices including filing systems and maintenance.

Ability to:

Ability to interpret, apply, and communicate laws, regulations, and District policies and procedures related to maintenance and operations; Perform light to heavy labor; Operate hand and power tools used in general maintenance functions; Perform basic math to calculate measurements and quantities; Plan, schedule, and direct the work of others in consultation with CBO; Communicate effectively orally and in writing; Establish and maintain cooperative working relationships; Use equipment and cleaning materials efficiently and safely.

PHYSICAL ABILITY

While performing the duties of this job, must be able to stand for prolonged periods of time, walk, sit, use fingers repetitively, use both hands simultaneously, lift items weighing up to 50 lbs. and up to 100 lbs. with assistance, push, pull repeatedly, bend or twist, and or apply pressure with wrists. Speak clearly, hear well, have depth perception, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is frequently required to walk and sit. The employee is frequently required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

Employees in this classification work alone and with others; both inside and outside; with hands in water. Employees may use dangerous machinery, work around loud noises, use sharp objects, work around fumes, gases, chemicals, electrical wiring, toxic materials, experience offensive odors, work with machinery with moving parts, and be in direct contact with students. Employees in this classification must maintain proper driver's licenses and insurance.

SALARY PLACEMENT

Classified Schedule M / Range 28

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.