

BURBANK UNIFIED SCHOOL DISTRICT

CLASSTITLE: MAINTENANCE LEADPERSON

BASIC FUNCTION:

Under the direction of an assigned supervisor, schedule, coordinate and perform work in one or more trades such as carpentry, glazing, painting, plastering or vehicle and/or equipment repair; maintenance, alteration, repair and construction of District facilities and structures; provide work direction to a staff of skilled, semi-skilled and unskilled personnel as assigned. To provide expertise and leadership throughout the department in the Districts' efforts to maintain effective and efficient facilities in a condition of safety, neatness and proper performance. This position performs journey-level duties in one or more of the building trades and has knowledge of maintenance and/or construction practices so that full educational use of the Districts' facilities is realized at all times.

REPRESENTATIVE DUTIES:

Schedule, assign, and participate in maintenance and construction activities performed by assigned personnel at District sites.

Confer with Trades Supervisor regarding maintenance problems, projects, and activities.

Provide work direction to assigned trades people; assist in the selection, testing and interviewing of assigned staff; provide initial and ongoing training of employees.

Coordinate the activities of assigned building trades; coordinate activities with other Facilities Services employees.

Assist with the scheduling and coordinating of labor and materials required for specific work orders; monitor progress of work performed.

Review performance of assigned staff; provide input regarding performance evaluations.

Perform journey-level work in installation, construction, maintenance and repair work.

Maintain a variety of records including, but not limited to work orders (assigned and completed) and materials used.

Assist in ordering or order materials and supplies for assigned projects.

Respond to District security and emergency services per Government Code, sections 3100 - 3102.

Function at a journey-level in one or more of the trades supervised.

Make emergency repairs and adjustments to equipment and apparatus.

Ensure that proper safety and health regulations and practices are observed.

Perform maintenance and construction projects as assigned.

Provide cost estimates for assigned projects to include time, labor, parts, supplies and equipment upon request.

Inspect and evaluate work in progress.

Follow District policies and procedures.

Establish and maintain effective work relationships with those contacted in the performance of required duties and maintain flexibility with respect to assignments, duties and facility issues as they arise.

Handles all matters in a tactful, courteous and confidential manner to maintain and/or establish good public relations.

May provide or recommend topics for in-service training in Facilities Services.

Participates in District in-service training as required.

Able to act as a liaison with a variety of contractors, outside vendors and consultants.

Perform other duties as related to job description.

KNOWLEDGE AND ABILITY

KNOWLEDGE OF:

Various trade methods, tools and materials required for the maintenance of facilities and equipment.

Trade functions at the journey-level in one or more of the building trade(s).

Record keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Basic principals of providing work direction to others.

District organization, operations, policies and procedures and objectives pertaining to position.

Methods, practices, equipment and materials used to perform skilled work in various building and construction trades.

Building construction practices, laws and safety rules related to the construction and repair of public school buildings.

Diagrams used in installation and repair of equipment.

Construction documents.

Work order tracking and data collecting systems and procedures.

Computerized systems that are related to maintenance, both software and hardware.

New products, methods and systems for increasing effectiveness and efficiency.

Proper use of English, writing and math.

Safe and proper working practices and procedures.

Safety rules and regulations for this position.

ABILITY TO:

Work independently with little direction and maintain high standards of workmanship.

Perform journey level work in a building trade.

Plan and coordinate the work of assigned skilled, semi-skilled and unskilled personnel.

Prioritize, schedule, assign and review work.

Coordinate activities with other Facilities employees.

Meet schedules and timelines.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Quickly and effectively analyze situations accurately and adopt an effective course of action.

Read, apply and explain rules, regulations, policies and procedures pertaining to positions.

Prepare sketches, read and interpret schematics and blueprints accurately.

Work cooperatively and effectively with others.

Plan and organize work.

Provide work direction to others.

Prepare and maintain work records, schedules and complete necessary reports.

Order and maintain supplies and materials.

Perform manual labor.

Adjust work schedules to meet unusual conditions.

Perform skilled work safely and proficiently using a variety of hand tools and power equipment associated with building repair, maintenance, construction, installation and troubleshooting.

Estimate the scope and costs of work assignments and secure the necessary tools and materials to complete each assignment.

Safely drive and operate a variety of vehicles and equipment used in Facilities Services.

Safely use a variety of hand and diagnostic equipment associated with repair, maintenance and construction.

Perform mathematical calculations using addition, subtraction, multiplication and division.

Determine priorities and schedule work effectively and efficiently.

Schedule and conduct preventative maintenance inspections on all types of assigned equipment within the District.

Use the computer.

Establish and maintain effective rapport with those contacted in the performance of required duties.

Safely and skillfully train and instruct others in the proper care and use of maintenance related equipment and approved safety procedures.

Handle all matters in a tactful, courteous and confidential manner to maintain and/or establish good public relations.

Ability to assess, analyze, organize and schedule preventative maintenance calendars using spreadsheets.

Perform work of an active nature, to stand for extended periods of time, walk up to 400 yards and manipulate (lift, carry, move) weights of up to 30 pounds frequently and 50 pounds occasionally using safe and proper equipment.

Push, pull and guide materials of weights up to 30 pounds frequently and 50 pounds occasionally using safe and proper equipment.

Climb, stoop, kneel and crouch on a regular basis.

Have sufficient hand-eye coordination, hand and finger dexterity including ability to grasp and visual acuity to operate specialized equipment.
Hear machinery sounds and alarms.
See near and far, read printed materials and see moving objects.
Carry on ordinary conversations.

EDUCATION AND EXPERIENCE:

This position requires a high school diploma and/or equivalent plus four years of training and/or experience to demonstrate journey-level skill in one or more of the building trades in the area of assignment. Experience in a lead capacity desirable.

LICENSES AND OTHER REQUIREMENTS:

Must use safety equipment designated for this position. Provide own hand tools. Possess and maintain a valid California driver's license. Must obtain valid CPR and first aid certificates within six months of employment.

WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to adverse weather conditions, heat, heavy lifting, climbing and exposure to chemicals and fumes.

rev. 02/05/2007