
Position:	Skilled Maintenance Team Leader	FLSA:	Non-exempt
Department/Site:	Maintenance	Salary Grade:	31
Reports to/Evaluated by:	Supervisor, Maintenance Services	Salary Schedule:	Classified Management

SUMMARY

Coordinates, serves as a Team Leader, and provides a variety of skilled construction, alteration, maintenance, and repair of facilities and buildings. Works primarily in one area of specialization (e.g., electrical, plumbing, HVAC, or carpentry), yet is capable of performing related work at a skilled level and assisting others in their specialty.

DISTINGUISHING CAREER FEATURES

The Skilled Maintenance Team Leader is a senior level Maintenance Mechanic, requiring journey level experience in at least one area of specialization and general competency in additional related areas. The Lead also demonstrates competency in project and assignment planning. Has demonstrated abilities to lead and manage trades personnel. Advancement to this level is possible from Maintenance Mechanic II or position of equivalent skill based on need.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Leads a small team, coordinates assignments, and performs some or all of the following, depending on the needs of the District:
- Plans, organizes and directs the district PM team or assigned personnel. Meets with school site personnel in developing work schedules.
- This classification will supervise a minimum of six trades’ personnel.
- Troubleshoots and repairs electrical distribution systems and fixtures. Adjusts and repairs or replaces electric lights, ballasts, and other electrical apparatus. Installs lines for electrical equipment. Participates in projects such as wiring communications lines between and within structures.
- May perform a variety of painting for graffiti removal duties. Paints walls, doors, rooms, and other surfaces as required. Prepares surfaces by water blasting, scraping, using commercial paint removers, also fills cracks and holes. Applies paint, and other protective finishes in a manner that reflects skilled ability. Finishes surfaces to comply with applicable building codes, District standards, and the usage or exposure of the surfaces.
- Performs major plumbing repairs. Inspects, maintains, and repairs complete plumbing systems, including other fluid flows such as natural gas. Fits, installs, and repairs infrastructure and equipment such as, but not limited to, wastewater lines, water lines, heaters, valves, seals, and test back flow preventers for city compliance.

- Assists in a variety of carpentry duties. Repairs or replaces doors, walls, signs, furniture, benches, bleachers, fences, and stair rails. Participates in the construction of temporary and permanent buildings and structures.
- Inspects and tests smoke and heat sensors, fire alarms, pulls, and panels to meet applicable standards. Conducts preventive maintenance on sprinkler flow switches to exercise controls, resets fire alarm panels, tests alarms for proper operation and communications wiring for proper connections, and check remote reset capabilities.
- Inspects roofs. Repairs roof leaks and potential roof leaks. Performs preventive maintenance of roofs. Documents work performed and overall roof conditions.
- Must be knowledgeable in use of computer maintenance management software.
- Maintains required records and makes reports. Prepares reports on work completed and materials used. Demonstrates a use of PDA for work order control.
- Meets with senior site personnel to plan and schedule maintenance work.
- Maintains and reports records of PM Team or other personnel assigned.
- Trains and guides the work of Maintenance Mechanics and Specialists and other operations staff assigned to assist with maintenance.
- Operates other labor saving devices.
- Performs other duties as required to accomplish the objectives of the position.

QUALIFICATIONS

Knowledge and Skills: Requires in-depth working knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts, and set-ups used in at least one of the following areas: carpentry, electrical, plumbing, and HVAC, plus basic-to-journey level skills in the other areas listed. Requires basic knowledge of the operating characteristics and maintenance procedures for fire prevention systems. Requires a working knowledge of the uses and purposes of hand and power tools and equipment used in maintenance repairs, and general maintenance. Requires knowledge of project and assignment prioritizing, and integration of several related trades. Must be thoroughly familiar with safe work practices related to area of specialty. Requires sufficient communication skills to convey information to co-workers and contractors. Requires sufficient math skills to make measurements and estimate costs.

Abilities: Requires the ability to carry out the essential functions of the position. Requires the ability to setup and lead projects and assignments. Requires the ability to estimate labor and materials and document completed assignments. Requires the ability to arrange work to maximize productivity of Maintenance Mechanics. Requires the ability to perform basic to journeyman level electrical, plumbing, carpentry, and painting work in a timely manner. Requires the ability to promptly respond to urgent maintenance situations, including fire alarms and power outages. Requires the ability to operate trucks, forklifts, electric high-lift equipment, and maintenance equipment, including a full range of hand and power tools used to perform construction, carpentry, electrical, and mechanical services. Requires the ability to perform emergency welding. Requires the ability to maintain and repair fire prevention systems. Requires the ability to read and interpret engineering drawings, sketches, blueprints, schematics, and building and fire codes. Requires the ability to maintain records and activity logs. Requires the ability to estimate materials and labor for assignments. Requires the ability to work cooperatively and maintain harmonious relations with staff,

contractors, and the public. Requires the ability to observe safe work practices and handle hazardous materials according to accepted procedures. Requires the ability to travel to all District sites to complete projects and support special events.

Physical Abilities: Incumbent must be able to function effectively indoors and outdoors engaged in work of primarily an active nature. Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor. Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp and use tools, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials, moving objects, and observe work-in-progress. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

Education and Experience: The position requires a High School diploma or equivalent plus specialized training in one or more of the building trades (carpentry, plumbing, HVAC, or electrical). Requires a minimum of 6 years experience at the journey level in at least one area of specialization such as HVAC, metal trades, electrical, mechanical maintenance, or plumbing.

Licenses and Certificates: Requires a valid Driver's License and Forklift certificate.

Working Conditions: Work is performed indoors and outdoors in extreme weather conditions where significant safety considerations exist from full-body physical labor and handling of medium-to-heavy weight materials