

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Lead Maintenance Worker - 1st Shift Lead Maintenance Worker - 2nd Shift
Department:	Maintenance
Reports to:	Supervisor of Plant & Grounds
Supervises:	Maintenance Workers
Description of job:	
<p>Summary of Responsibilities:</p> <p>As a working leader, provides work directional instructions to Maintenance Workers and performs many of the tasks associated with the Maintenance Worker position. Assists the Supervisor of Plant and Grounds in the overall responsibility of maintaining the physical school plant and grounds in a condition of operating excellence in order to afford their full educational use at all times. Provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning.</p>	
<p>PRIMARY FUNCTION:</p> <ol style="list-style-type: none">1. Plan, schedule, and assign work to licensed, skilled, and general maintenance workers to ensure upkeep and functionality of all district buildings and grounds.2. Assist in the security of all district buildings and grounds. Such personnel may request including assisting and coordinating with local police and fire departments during emergencies and alarms. Insure all safety requirements are being adhered to.3. Assist with any injury reports, personnel complaints or reports. Document and convey all issues to Supervisor of Plant Services.4. Verifies time sheets to insure employee hours are correct. Coordinate and assign overtime by seniority and justify as such.5. Verifies a work order to ensure work is being completed on time, within budget, and workmanship completed in a satisfactory manner.6. Maintains and repairs heavy equipment, fleet vehicles, snowplows, small & large engine7. Primary emergency contact person, on call for all related emergencies8. Directly supervise and monitor subcontractors9. Leads both town and school department snow response teams10. Assist in the security of all district buildings and grounds. Such personnel may request including assisting and coordinating with local police and fire departments during emergencies and alarms. Insure all safety requirements are being adhered to.	
<p>Essential Functions:</p> <ol style="list-style-type: none">1. Examines school buildings and grounds on a regular basis for needed repairs and maintenance and makes recommendations, on a priority basis, to the Supervisor of Plant and Grounds.2. Refers assignments, work direction and work orders to Maintenance Workers on a daily basis as provided by the Supervisor of Plant and Grounds. Provides recommendations for performance evaluations.3. Provides records of time worked by maintenance personnel as necessary.4. Participates in the recruitment and interviewing process and provides recommendations for selection of personnel.	

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5. Provides recommendations to the Supervisor of Building and Grounds for the plan of preventive maintenance.
6. Performs the functions outlined in the Job Description of Maintenance Worker as needed.
7. Performs related work as required at the direction of the Supervisor of Building and Grounds.

Protective Personal Equipment:	When necessary: gloves, safety glasses, steel toe shoes, earplugs or muffs, hard hats, respirators, coveralls, orange vests and snow related clothing.
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Classification:	Sedentary:	Light:	Medium:	Heavy: X	Very Heavy:
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Classification Key:

Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;
Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;
Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;
Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

Driving Requirements:	None:	Manual:	Automatic: Yes
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Work Environment

Floor Surface:	Tile or Carpet				
Inside:	Up to 100%		Outside:	Up to 100%	
Lighting:	Fluorescent or Incandescent				
Vibration:	Hand tools, lawn equipment and snow removal equipment				

PHYSICAL DEMANDS

LIFTING

Maximum weight lifted: up to 75 pounds occasionally

WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X	X			
10 – 20 lbs.		X	X			
20 – 35 lbs.		X	X			
35 – 50+ lbs.		X				

CARRYING

Maximum weight carried: up to 50 lbs.

WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.			X			
20 – 35 lbs.		X				
35 – 50 lbs.		X				

PUSHING/PULLING

Maximum push/pull: up to 50 lbs.

WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X	X			
10 – 20 lbs.		X	X			
20 – 35 lbs.		X	X			
35 - 50 lbs.		X				

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ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting		X			
Standing				X	
Walking			X		
Bending		X			
Twisting		X			
Crawling		X			
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X	X		
Reaching – Horizontal		X	X		
Grasping		X	X		
Pinching		X			
Manual Dexterity		X	X		
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Education and/or Experience:

Five to seven years' experience in general maintenance, carpentry, construction, electricity, plumbing, heating and air conditioning systems, and painting. Demonstrable experience providing work directional instructions to skilled staff members.

License/Certificate/Certification:

Possess a valid Certified Vehicle Inspection License, Mechanic, State of Rhode Island Agriculture Commercial Application License, CDL Driver's License, OSHA Asbestos Program Competent Person and preferred UST Class B certificate

Technological and/or Technical Skills:

A working knowledge of, and the skill to apply, the principles and practices of the building trades, including carpentry, construction, electricity, painting, plumbing heating and pipefitting, refrigeration and air conditioning.

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Communication Skills:

Ability to communicate effectively both orally and in a written format with all levels, including administration, staff, and peers. Ability to effectively function in an environment which utilizes group problem solving and team based decision making.

Planning Skills:

Ability to design, plan and implement action plans for improvement as necessary.

Interpersonal and Problem solving skills:

Ability to interface with staff and members of the public in a helpful, efficient and professional manner.

Terms of Employment:

Per the North Kingstown Educational Support Professionals Contract

Evaluation:

Performance of this job will be evaluated in accordance with the North Kingstown Educational Support Professionals Contract.

Date: 10/2015