

ALPINE UNION SCHOOL DISTRICT

Lead Maintenance Worker

Position Description

4270.25

Definition

Under general direction of the Business Manager to perform skilled maintenance and repair work on District buildings, grounds and equipment, and to do related work as required.

Distinguishing Characteristics

Works independently or as part of a crew to perform skilled maintenance services in maintaining and repairing District facilities and equipment.

Performs skilled carpentry, plumbing, electrical, HVAC and general building and equipment repair duties.

Inspects HVAC, electrical systems, irrigation systems, buildings and grounds and makes repairs and adjustments.

Lights and turns off HVAC and heaters.

Prepares and paints areas and surfaces.

Safely operates and maintains District tools, equipment and vehicles.

Services and provides locks and keys for District facilities.

Assembles new furniture and equipment as necessary.

May assist in emergency clean-up resulting from breakage, vandalism, spilling or illness.

Makes semi-annual Asbestos AHERA inspection.

Directs Grounds/Maintenance Helper while performing maintenance duties.

Examples of Duties

Repairs heating and air conditioning systems.

Performs skilled maintenance duties including patching asphalt, pouring cement, repair and installing fences and gates, repair and installing irrigation systems, repairing and constructing general furniture and cabinetry, general building and equipment repair and preventative maintenance.

Performs maintenance and repair of audiovisual and sound equipment.

As needed, shall be assigned as a groundskeeper.

Performs grounds duties as required.

Maintains records and prepares reports.

Operates heavy grounds equipment such as mowers, backhoe, tractor, trencher, rototillers, augers, trailers, etc.

Digs ditches by hand and with power equipment.

Performs other related duties as assigned.

Qualifications

Knowledge of:

Basic terminology, vocabulary and craft skills used in buildings and facilities maintenance and operation.

Hand and power tools and equipment used in maintenance work.

Specialized knowledge of shop practices, basic operations, tools and terms used in building and grounds maintenance.

Basic safety practices related to maintenance activities.

Methods of maintaining school district buildings in a safe, clean, orderly condition.

Basic written and spoken English.

Basic arithmetic.

Ability to:

Use various maintenance tools and power equipment safely and efficiently.

Perform physical labor.

Keep records of supplies, equipment and repairs.

Understand, carry out and give oral and written instructions.

Maintain cooperative working relationships with those contacted in the course of work.

Learn and/or apply skills such as rough carpentry, HVAC, plumbing, electrical, lock repair, general building repair and grounds work and equipment repairs.

Understand, plan and follow a work schedule.

Work effectively without close supervision.

Maintain high standards of maintenance work.

Keep simple records accurately.

Maintain cooperative working relationships with those contacted in the course of work.

Training and Experience:

One year of experience in maintaining building areas, preferably in a school setting; or any combination of training and experience that could likely provide the desired knowledge and abilities.

Licenses:

Possession of a valid California Driver's License and the ability to qualify for District vehicle insurance coverage.

Physical:

Good physical condition.

High degree of mechanical aptitude and willingness to learn new skills.

APPROVED BY THE BOARD OF TRUSTEES
ALPINE UNION SCHOOL DISTRICT

January 8, 1992