

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	LEAD MAINTENANCE WORKER	2.10.4
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by coordinating the work of other maintenance employees; and to perform the customary advanced journey level skilled work of assigned trade areas.

CLASS CHARACTERISTICS

This is the lead worker level class of the Maintenance Worker series. Positions at this level are distinguished from other levels by performing the most complex tasks within the class series which require advanced journey level skills. By virtue of the complexity of the work, positions in this class are also assigned responsibility to assist in coordinating and assigning the work of subordinate classes in the same class series and to assist in resolving technical and procedural problems encountered by subordinate staff. Positions in this class are predominantly working positions but include some daily work coordination duties.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions. Work is reviewed only periodically to assure compliance to standards and measured results.

Exercises functional and technical supervision over assigned maintenance personnel.

ESSENTIAL FUNCTIONS OF THE JOB- May include, but are not limited to, the following:

Developing and implementing a planned maintenance, repair, and construction program in assigned trade area including painting, electronics, roofing, grounds, and building maintenance.

Preparing estimates for projects.

Assisting in the development of the annual budget for materials and labor.

Performing maintenance, repair, and construction duties in assigned trade area.

Inspecting completed work to assure compliance with desired standards.

Scheduling and coordinating work projects.

Evaluating and monitoring the upkeep and repair of tools and equipment used in assigned trade work.

Ordering materials and supplies as needed; maintaining records as required.

May assist in evaluating the performance of other employees.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Applicable codes, policies, and/or laws governing work procedures and practices in assigned trade.

Principles and practices of training and work assignment and coordination.

Methods, materials, equipment, and tools used in applicable trade.

Applicable safety rules, practices, and procedures.

Ability to:

Develop and implement maintenance programs and procedures.

Evaluate and establish work priorities.

Coordinate and assist in evaluating the work of other employees.

Prepare required reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in applicable skilled trades, including some lead responsibility.

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in trades work or a related field is desirable.

Special Requirements:

Possession of, or ability to obtain, a valid Oregon driver's license.

Some positions may require licensure in assigned trade area.

For positions assigned to the electronics technician trade specialty, additional formal training in industrial electronics and process control may be required, up to and including an associate degree from an accredited two-year college. Asbestos Inspector and/or Lead Paint Training or certificate desirable.

WORK ENVIRONMENT:

Work is often done in the field during Spring, Summer and Fall. Inside work in shop or other buildings often dusty with exposure to chemicals, dirt, dust other unpleasant or dangerous materials.

PHYSICAL REQUIREMENTS:

Frequent twisting, bending stooping lifting all types of weight occasionally up to 80 pounds. On feet all day or on back under machinery making repairs or performing maintenance on all District properties and systems. Must be able to work in attics or crawlspaces, roofs, tunnels and climb ladders as needed. May work swing shift.

Salem-Keizer School District is an equal opportunity employer.

Position: Lead Maintenance Worker

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____