

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: MAINTENANCE III LEAD (District-wide)
Classification: Range 44

BASIC FUNCTION:

Performs a variety of skilled work in one or more of the building maintenance trades in the maintenance and repair of District buildings, facilities, and equipment and does other work as required. Provides work direction to staff in maintenance and grounds departments under the supervision of the Business Manager and assists in the evaluation of their performance.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Perform skilled work in the maintenance and repair of District buildings, facilities and equipment in a wide variety of the building trades including electrical, plumbing, HVAC, carpentry, concrete, locksmithing, painting and others; assist other maintenance personnel as directed.

Replace and repair water and sewer lines and other plumbing fixtures and irrigation systems; repair and maintain valves, faucets and fixtures; clean out drains and remove obstructions in water and sewer lines; repair leaks in faucets and drinking fountains; repair and replace toilet kits.

Perform carpentry work; construct, alter and repair wood structures such as partitions, counters, doors and window frames; make repairs on wooden fixtures and roofs; install tile, hardwood and other flooring; install acoustic ceiling tiles.

Perform welding and metal fabrication work; repair and maintain equipment and other articles made of metal, including playground equipment, fences, security gates, doors and others.

Supervise preventive maintenance plan related to building, facilities, and pool. Perform preventive maintenance on heating and air conditioning equipment to assure proper operation; change air filters periodically and replace worn pulleys and belts as necessary.

Perform asphalt and concrete work in the repair or resurfacing of District grounds; remove concrete, set forms, pour and finish; patch black tops, pour cold mix and apply seal coating.

Prepare and apply paint to various surfaces utilizing sprayers, rollers or brushes; scrape; lay out lines for hard courts, athletic and play areas and parking lots; erect and move scaffolds.

Operate a variety of specialized equipment, including arc and gas welding equipment, hand and power tools related to work performed or assigned; repair, maintain and assure equipment is in safe and proper working condition; drive a District vehicle to various work sites.

Prepare and maintain a variety of records related to work performed, supplies and materials and others.

Repair playground equipment and maintain playground facilities.

Assist other maintenance and grounds personnel with daily work assignments as directed.

Inspect work to be completed; estimate material and labor costs; prioritize and schedule work; order parts according to established procedures.

Provide work direction to assigned staff in maintenance and grounds departments; plan and assist work as directed; oversee work in progress to assure compliance with work orders.

Keep current with new maintenance practices and procedures.

Meet regularly with Business Manager to prioritize work projects and discuss status of work orders. Record and submit timecards monthly to business office for maintenance and grounds departments.

Work with technology department to install, repair, and maintain computer connectivity, specifically utilizing CAT 5 cabling and related technologies.

Operate and maintain district-wide energy management system. Set time schedules, temperature settings, and monitor HVAC units.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Requirements of maintaining buildings, equipment and facilities in good repair.
Operation and use of hand and power tools and equipment.
Basic math applicable to the building trades.
Health and safety regulations and procedures.
Proper methods, materials, tools, terminology and equipment used in the building maintenance trades.
Proper methods of storing equipment, materials and supplies.
Record-keeping techniques.
Technical aspects of the building maintenance trades.
Principles and practices of training and providing work direction to assigned staff.
Technology connectivity and network cabling.

ABILITY TO:

Perform skilled work in the maintenance and repair of building and facilities.
Operate a vehicle and a wide variety of power equipment and hand tools related to the building trades.
Understand and follow oral and written instructions.
Observe legal and defensive driving practices.
Perform heavy physical labor.
Establish and maintain cooperative and effective working relationships with others.
Maintain routine records related to work performed.
Work from blueprints, shop drawings and sketches.
Inspect facilities for maintenance and repair needs and fire, safety and health hazards.
Estimate materials and supply needs.
Provide work direction to assigned staff.
Work independently with general direction.
Maintain current knowledge of technological advances in the field.
Order parts and supplies according to established guidelines.
Lift, carry, push and pull heavy objects up to 50 lbs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent supplemented by completion of an apprenticeship program or equivalent experience in one or more of the maintenance trades and journey-level experience in the building maintenance trades.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Type I and Type II Certification from Refrigeration Service Engineers Society (RSES)

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Subject to noise from equipment operation.

Regular exposure to fumes, dust, dirt, oil/grease.

Driving a vehicle to conduct work.

Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of specialized equipment and tools.

Climbing ladders and working from heights.

Reaching overhead and horizontally.

Standing for extended periods of time.

Walking over rough or uneven surfaces.

Bending at the waist, kneeling or crouching.

Board Approved: August 8, 2013