

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

LEAD MAINTENANCE SERVICES TECHNICIAN

Definition

Under general direction, to schedule, coordinate, act as lead worker, and participate in the maintenance, repair, alteration and construction of equipment and structures. Assumes and reviews the work of department personnel. Performs other related duties as assigned.

Responsible to

Director of Facilities

Examples of Duties

1. Plan, schedule and direct the work of assigned maintenance personnel.
2. Review work orders, prioritize and assign work to proper personnel.
3. Work with school administrators and maintenance trades in scheduling and coordinating the maintenance and repair of buildings, equipment and other District property.
4. Plan and lay out more complex jobs.
5. Maintains accurate and current records of maintenance operations, including time spent, resources utilized, cost estimates, and total costs experienced by the department and the District.
6. Recommends repair and refurbishing needs; prepares rough estimates of material and labor costs and work procedures, coordinating with the Director, as appropriate.
7. Confer with the Director on maintenance scheduling or cases involving deviation from departmental Policy.
8. Confer with the Director concerning employee evaluations.
9. Recommend new equipment purchases.
10. Assist in preparation of maintenance budget.
11. Coordinate and inspect the work of outside contractors working on designated projects.

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12. May perform skilled work in various construction and/or maintenance trades.
13. Keep operational records and prepare routine reports.
14. Direct the maintenance and operations of Grounds Crew in the absence of the Director.
15. Performs other duties as may be assigned.

Qualifications Guide

Knowledge of:

1. Methods, materials, tools and equipment, trade practices and techniques, quality standards applicable to construction, maintenance and repair of buildings and grounds.
2. Building maintenance practices, materials and laws or codes affecting the construction and repair of school buildings.
3. Cost estimation and controls.
4. Efficient supply operations and proper record keeping.
5. General principles of supervision and training.
6. Methods, techniques, materials, and equipment used in the maintenance, repair, and construction of school facilities and buildings.
7. Applicable building codes and safety practices.
8. Safe working methods and procedures.

Ability to:

1. Organize, lead, inspect, and monitor the work of maintenance personnel.
2. Establish priorities and make sound operational decisions.
3. Establish and maintain effective and cooperative relationships with others.
4. Communicate effectively orally and in writing.

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5. Plan and estimate maintenance work; read and interpret codes, blueprints, and diagrams.
6. Inspect maintenance work with concern for acceptable industry standards and District needs.
7. Perform skilled maintenance work, at the journey level, in one or more of the building trades.

Training and Experience

Equivalent to the completion of the twelfth grade, supplemented by advanced training in maintenance and construction; four years of increasingly responsible journey level experience in one or more of the building trades, including experience in a lead capacity. This training and experience should clearly demonstrate the following knowledge and abilities.

License

Possession of a valid California Driver's License, and vehicle insurance coverage.

Job Description Adopted: November 07, 1997