

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: August 16, 2006  
Salary Schedule: 20; Row: 32

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

### **JOB TITLE: LEAD MAINTENANCE WORKER**

**JOB PURPOSE STATEMENT:** Under the direction of the Maintenance Supervisor or the Director of Maintenance, Operations, & Transportation to be responsible for leading the work of Maintenance Workers; responsible for monitoring the preventative maintenance program, gathering information for program updates or modifications, and conducting inspections according to an established schedule; provide daily guidance to Maintenance Workers through assigning and prioritizing work and examining completed work; responds to and resolves technical problems in accomplishing assigned work.

### **JOB FUNCTIONS:**

- Monitors the facilities preventative maintenance program for assigned facilities, conducting periodic inspections, and determining necessary modifications or updates
- Assists managers with overall preventative maintenance program
- Determine methods, materials and equipment required for maintenance and repair jobs and arrange for or assure their availability
- Provides work assignments for Maintenance Workers; inspect completed work for compliance with standard procedures; provide input to performance evaluations of assigned staff; responds to requests for assistance or guidance from assigned employees
- Performs journey level work in one or more trade specialty areas, such as carpentry, electrical, plumbing, heating, ventilation, and assists other workers with more difficult assignments
- Prepares cost and materials estimates for non-scheduled maintenance work as directed
- Develops and maintains awareness of new methods and materials for building repair and maintenance
- Maintain various required records and reports
- Maintains a cooperative working relationships with those contacted in the course of work

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JOB FUNCTIONS – continued

- Perform other related duties as assigned or needed

KNOWLEDGE AND ABILITIES:

Knowledge of:

Methods, tools and materials used in the assigned trade and in commercial building maintenance and repair; preventive maintenance procedures; codes and regulations applicable to the specialty system and building maintenance in general; purchasing and bid requirements; project coordination and monitoring; computer systems used in building system diagnosis; occupational hazards and safety precautions associated with the trades.

Ability to:

View, diagnose and repair a variety of complex equipment within the assigned specialty trade; read building construction plans, blue prints, and equipment instruction manuals; demonstrate sufficient strength, agility and dexterity to perform the work of the position; schedule and assign work to subordinates; prepare cost estimates and bid specifications; maintain accurate records; communicate effectively with others encountered in the course of the work; safely use and care for tools and equipment; establish and maintain an effective working relationship with others.

PHYSICAL ABILITIES:

- Visual ability to read handwritten/typed documents and instructions, the display screen of various equipment and machines, and blueprints and schematics
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to push and/or pull a variety of tools and equipment weighing up to 50 pounds
- Able to sit, stand, stoop, kneel, bend, lift (50 pounds), carry (50 pounds), climb, and walk for an extended period of time
- Able to sustain heavy manual labor up to 6 hours
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to use respirators, for personal protection, as necessary
- Able to work at various elevated heights and in restricted spaces in a safe and effective

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PHYSICAL ABILITIES - continued

manner

- Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner
- Able to operate a variety of maintenance motor vehicles in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma
- Completion of a trades apprenticeship program leading to the equivalent of a Journey card or license in the assigned specialty area is desirable

Experience:

- Two years of general experience in building maintenance, construction, or an additional trade
- Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered

Licenses, Certifications, Bonding, and/or Testing:

- Possession of a valid Driver's License
- Physical Examination Clearance
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.