



PERSONNEL COMMISSION

Class Code: 5283
Salary Range: 37 (C2)

MAINTENANCE TEAM LEAD

JOB SUMMARY

Under general supervision, serve as a lead and participate in the activities of assigned crews or individual staff engaged in the construction, repair and maintenance of District equipment, facilities and properties; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Serve as a lead and participate in the activities of assigned crews or individual staff engaged in the construction, repair and maintenance of District equipment, facilities and properties; assure smooth and timely delivery of scheduled services. **E**
- Train and provide work direction and guidance to assigned staff; assure safe and efficient work practices and the appropriate care and use of equipment; provide input in the hiring and performance evaluation process as requested. **E**
- Plan, schedule and assign the work of assigned staff; inspect and follow up on work in progress and completed projects to assure safety and security of job sites, adherence to timelines, quality of work, and conformance to District standards. **E**
- Perform skilled journey level work in the building trades; work independently on assigned maintenance projects; read, interpret, and work from plans, blueprints, sketches, drawings, and specifications. **E**
- Visit sites to determine scope of work, materials and labor needs; prepare cost estimates of work to be performed; prepare related documents and reports. **E**
- Order materials, parts, tools and equipment; inspect materials delivered to assure conformity with authorized plans and specifications; arrange for secure storage of materials. **E**
- Communicate with District personnel, contractors and outside agencies to exchange information, schedule and coordinate activities, and resolve issues and concerns. **E**
- Participate in the planning of preventive maintenance programs and related maintenance programs and services. **E**
- Prepare a variety of reports and maintain records and files related to assigned activities including material expenditures and labor hours; update information in assigned maintenance management system. **E**
- Inspect equipment and vehicles; arrange for repairs; recommend replacement as appropriate. **E**

- Request proposals, schedule, inspect and review completion of contracted work in support of routine maintenance activities as directed. ***E***
- Attend and participate in meetings, conferences and workshops to maintain current knowledge of industry trends and laws, codes, rules and regulations related to assigned activities. ***E***
- Operate tools and equipment common to the trades; operate a variety of office equipment including a computer and assigned software; drive a District vehicle to conduct work. ***E***
- Respond to emergency calls as necessary.
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

A Maintenance Team Lead serves as a lead and participates in the activities of assigned crews or individual staff engaged in the construction, repair and maintenance of District equipment, facilities and properties. An incumbent will plan, schedule, assign and lead the work of journey-level trade workers, equipment operators, drivers and skilled, semiskilled or unskilled workers in various other crafts.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, practices, tools, equipment and materials used in performing a wide variety of construction, repair, and maintenance work.
Principles and practices of training and providing work direction.
Principles and practices of preventative maintenance.
Safe working procedures and practices.
Proper methods of storing equipment, materials and supplies.
Applicable laws, codes, rules and regulations related to assigned activities.
Shop math applicable to the building trades.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
Operation of a computer and assigned computerized maintenance management system.

Ability to:

Perform skilled journey level work in the building trades.
Train and provide work direction and guidance to others.
Plan, schedule, and assign the work of assigned staff.
Determine scope of work, materials and labor needs.
Prepare cost estimates of work to be performed.
Order supplies, tools and equipment in accordance with established guidelines.
Operate a variety of tools and equipment common to the trades.

Read, interpret and work from plans and blueprints, sketches, drawings and specifications.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Recognize and correct safety hazards.

Maintain records and prepare reports.

Prioritize and schedule work.

Meet schedules and timelines.

Maintain work pace appropriate to given work load.

Operate a District vehicle observing legal and defensive driving practices.

Operate a computer and assigned computerized maintenance management system.

Communicate effectively orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Education and Experience:

Graduation from high school or equivalent and completion of an approved apprenticeship program in one of the building maintenance trades.

OR

Experience:

Four years of journey level trade experience in the construction, repair and maintenance of equipment, facilities and properties.

Experience in a lead or supervisory capacity is desirable.

Any other combination of training and experience which is likely to provide the desired knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standards. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT

Indoor and outdoor environment.
Adverse seasonal weather conditions.
Working around and with machinery having moving parts.
Exposure to dust, fumes and odors.
Driving a District vehicle to conduct work.
Emergency call out.

PHYSICAL DEMANDS

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate equipment.
Seeing to perform inspections and read a variety of materials.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling, crawling or crouching.
Sitting or standing for extended periods of time.
Climbing ladders or scaffolding to inspect work.
Lifting, carrying, pushing or pulling 100 pounds with frequent lifting or carrying of objects weighing up to 60 pounds.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.