

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

LEAD MAINTENANCE WORKER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, lead, oversee, and participate in performing a variety of duties on an assigned shift in support of the maintenance and repair of buildings, facilities, fixtures, and equipment; oversee and participate in performing a variety of plumbing, swimming pool, electrical, carpentry, and related building maintenance duties; operate a variety of hand, power, and shop tools; and perform a variety of technical tasks relative to assigned areas of responsibility.

This is a multi-skilled building maintenance position with responsibilities for assisting in coordinating the work of assigned maintenance personnel to ensure that job tasks and performance standards are maintained. Employees in this classification are assigned to a shift without a Supervisor and are expected to monitor all equipment and function as crew leader.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Lead, plan, train, and review the work of staff responsible for performing a variety of building maintenance duties involved in the repair and maintenance of buildings, facilities, fixtures, and equipment; oversee and assist in building maintenance tasks involving plumbing, swimming pool, electrical, carpentry, and a variety of other craft work.
2. Assist in training assigned building maintenance employees in their areas of work including proper methods, procedures, and techniques.
3. Supervise the use, care, and operation of assigned equipment.
4. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
5. Perform a variety of minor plumbing repair duties; replace broken fixtures; unclog drains; remove obstructions from water and sewer systems; repair leaks.
6. Perform a variety of swimming pool maintenance duties; check and regulate chemicals used in the pool; vacuum and scrub the swimming pool.
7. Perform a variety of minor electrical work on interior/exterior fixtures including parking lot fixtures; repair light fixtures including replacing lights and ballasts; repair minor electrical outlet, switches, wire, and breaker issues.
8. Make routine repairs and adjustments to buildings and facilities including doors, windows, cabinets, walls, and partitions; repair, construct, refinish and/or install equipment and furnishings; build shelves, cabinets, and other furniture using a variety of tools and equipment; repair and replace locks, doors, and hinges as necessary.
9. Repair and prepare surfaces for painting; paint fixtures and equipment; paint or stain wood structures.

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10. Perform minor gas and arc welding.
11. Service and repair master clock system.
12. Monitor and make minor adjustments to building heating systems and equipment.
13. Pour and finish concrete; lay brick and mortar; repair and/or install ceramic tiles.
14. Operate a variety of maintenance related equipment including power and hand tools; perform preventive maintenance and light repairs on equipment.
15. Utilize proper safety precautions related to all work performed.
16. Maintain and file a variety of records related to area of assignment.
17. Assist skilled trades staff in performing assigned duties as necessary.
18. Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
19. Estimate time, materials, and equipment required for jobs assigned; requisition and procure materials necessary for completion of assignments as required.
20. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operations, services, and activities of a building maintenance program.
2. Basic principles of lead supervision and training.
3. Methods and techniques of general construction, maintenance, and repair.
4. Basic electrical, plumbing, and carpentry principles and procedures.
5. Operational characteristics of general maintenance and construction equipment and tools.
6. Proper procedures used in the basic maintenance and repair of hand and power tools.
7. Basic welding principles and practices.
8. Principles and practices used in the chemical analysis of water.
9. Proper methods of storing equipment, materials, and supplies.
10. Basic mathematical principles.
11. Principles and procedures of record keeping and filing.
12. Occupational hazards and standard safety practices.
13. Pertinent federal, state and local codes, laws and regulations.

Ability to:

1. Lead, organize and review the work of assigned staff.
2. Interpret, explain and enforce department policies and procedures.
3. Independently perform the most difficult maintenance and repair work in the area of work assigned.
4. Perform a variety of semi-skilled repair and maintenance work on assigned buildings and facilities including in the areas of electrical, plumbing, and carpentry.
5. Use and operate a variety of tools and equipment required for the work in a safe and efficient manner.

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6. Clean and care for assigned areas and equipment.
7. Read and interpret basic maps and blueprints.
8. Perform accurate mathematical calculations.
9. Maintain a variety of records.
10. Ensure adherence to safe work practices and procedures.
11. Work independently in the absence of supervision.
12. Understand and follow oral and written directions.
13. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
14. Communicate clearly and concisely, both orally and in writing.
15. Establish and maintain effective working relationships with those contacted in the course of work.
16. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Four years of experience in semi-skilled general building maintenance work preferably with two or more years of building maintenance trades experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, electrical energy and all types of weather and temperature conditions; work at heights on scaffolding and ladders; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work near moving mechanical parts. Positions may be required to work evenings, nights, and weekends.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment and vehicles; verbally communicate to exchange information.

6/19/01

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Maintenance and Operations