

Job Summary

The job of Maintenance Worker - Lead is done for the purpose/s of performing skilled and semi-skilled maintenance and repair work to maintain facilities in safe operating condition; maintaining a preventative maintenance program; and resolving immediate operational and/or safety concerns.

Essential Functions:

- Arranges furnishings and equipment for the purpose of providing adequate preparation for meetings, activities and events.
- Assembles furniture and equipment for the purpose of rendering it available for use by staff.
- Cleans facilities when requested (i.e., classrooms, offices, multipurpose rooms, grounds) for the purpose of maintaining a sanitary, safe and attractive environment.
- Coordinates with other staff for the purpose of completing projects/work orders efficiently.
- Directs personnel as assigned for the purpose of maximizing the efficiency of the workforce and meeting shift requirements.
- Inspects facilities, systems and their component machinery, (e.g., electrical, HVAC, plumbing, etc.) for the purpose of identifying potential repairs and providing an ongoing program of preventative maintenance.
- Installs flooring, tile, and carpets for the purpose of maintaining a safe, attractive environment.
- Loads/transport various items (e.g., furniture, equipment, building materials, supplies) for the purpose of providing materials as required to complete tasks.
- Maintains machines, equipment and tools for the purpose of ensuring the availability and functioning of required items and ensuring safety.
- Mixes/pours/finishes concrete for the purpose of laying floors, sidewalks, platforms, ramps, steps, and repairing structures.
- Orients/trains staff for the purpose of providing necessary information on the proper uses of equipment and supplies.
- Performs general carpentry work in the alteration, repair and maintenance of buildings, shelving, partitions, forms, boxes, doors, windows, tables, cabinets, roofs, screens, wood fixtures, furniture and other items for the purpose of making repairs, modifying and/or adapting facilities to specific needs.
- Performs welding work for the purpose of repairing equipment, steel furniture and fixtures.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Prepares/paints various surfaces for the purpose of maintaining facilities in a safe, comfortable setting.
- Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Repairs furniture, equipment, plumbing, lawn sprinklers systems and sewer lines, electrical, windows, internal and exterior surfaces for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Responds to emergency situations (e.g., facility damage, roof leaks, etc.) for the purpose of resolving immediate safety concerns.
- Retrofits light fixtures for the purpose of energy conservation.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - operate hand and power tools used in general maintenance functions;
 - perform basic math to calculate measurements and quantities;
 - drive safely in accordance with traffic safety laws;
 - use load-moving equipment such as a fork lift or air ladder;
 - recognize and locate conditions which require maintenance and repair work.
- ▶ **Knowledge of:**
 - methods and use of materials, equipment, tools and terms used in building maintenance and repair work;
 - appropriate building codes;
 - standards for safe use of equipment;
 - how to read and interpret plans, blue prints and/or schematics.
- ▶ **Ability to:**
 - stand for prolonged periods;
 - perform heavy manual labor;
 - follow oral and written instructions;
 - work independently with minimal supervision;
 - perform a variety of skilled tasks;
 - establish priorities;
 - establish cooperative relationships with those contacted in the course of work;
 - use good judgment and skills when utilizing independent decisions or repairs and maintenance requirements.

Responsibilities include: working under limited supervision focusing primarily on results; directing other persons within a small work unit; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is an opportunity to significantly impact the Organization's services.

Experience Required:

- ▶ Job Related Experience within Specialized Field is required.
- ▶ Two years experience in construction or building maintenance trades.

Education Required:

- ▶ High School Diploma or Equivalent.

Certificates, Licenses, Clearances, Bonding and/or Testing Required:

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA: Non Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.