JOB DESCRIPTION

LEAD MAINTENANCE TECHNICIAN

Class Code: 7441

TITLE: Lead Maintenance Technician
Grade 19

REPORTS TO: Director Maintenance

SUPERVISES: Maintenance Technicians

JOB FUNCTION: Schedule and direct a crew of Maintenance Technicians involved in one or more craft specialties; train and provide work direction and guidance while performing work in one or more of the skilled trades.

DUTIES AND RESPONSIBILITIES:

- Schedule and direct a crew of Maintenance Technicians involved in craft specialties.
- Provide training, work direction and guidance while performing work in one or more of the skilled trades.
- Assist supervisor in scheduling work and determining needs for equipment and supplies.
- Report to supervisors regarding work completed referring unusual technical or personnel issues to the supervisor.
- Provide input to performance reviews; monitor work of assigned crew members.
- Perform a variety of skilled work in the maintenance and repair of District facilities and equipment; prioritize, schedule, assign and coordinate the work of assigned staff to accomplish a wide variety of duties related to the building trades.
- Construct, rebuild and repair District equipment and facilities including various wood and metal structures, equipment and furniture; prepare surfaces for painting and varnishing and apply surface coverings as required.
- Perform various refrigeration, plumbing and heating-related duties; cut, thread, assemble and lay pipe; assist in the purchase, installation, repair and maintenance of various plumbing, heating and air conditioning fixtures; perform welding and metal fabrication; diagnose and repair electronic ignition systems for heaters, furnaces and hot water heaters.
- Assure compliance with appropriate safety practices and procedures and with applicable federal, State and local codes, regulations and requirements.
DUTIES AND RESPONSIBILITIES (CONT.):

- Operate a variety of equipment and machines including saws, drill presses and various hand and power tools to perform repair and maintenance work; maintain tools and equipment in a safe, clean and proper working condition.

- Assist in the purchase, installation, maintenance and repair of electrical wiring and fixtures; perform trouble-shooting to repair or replace fans and motors; perform repairs to motors, bells, clocks and lighting circuits and to communication and audiovisual equipment.

- Estimate cost of labor and materials for work orders; obtain competitive prices for equipment and supplies needed by the District.

- Perform a variety of skilled building maintenance including repairs to doors, windows, roofs and other building parts; construct or assemble furniture and other wood and metal structures; install and maintain grand master lock systems and electrical security systems.

- Perform skilled maintenance and repair on mechanical and electrical equipment; test and replace circuits; coordinate emergency repairs and large complex projects; troubleshoot and correct defective switches, receptacles, ballasts and other wiring; perform routine mechanical and electrical maintenance.

- Maintain various records related to labor, materials and work orders.

- Purchase tools, equipment and materials; operate light trucks to pick up and deliver equipment and supplies.

- Perform other duties as assigned.

- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Scheduling, laying out and assigning work.
- Appropriate health and safety precautions and procedures.
- Technical aspects of field of specialty
- Proper methods of storing equipment, materials and supplies.
- Basic record-keeping techniques.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
KNOWLEDGE OF:

- Trade tools, equipment, materials, methods and techniques used in skilled and general maintenance and repair involving at least one of the following: electrical, heating and air conditioning, locksmithing, plumbing, carpentry, painting, welding or automotive mechanic.
- Federal, State and local building codes and regulations.

ABILITY TO:

- Perform a wide variety of skilled journey-level work in the maintenance and repair of District facilities and equipment.
- Prioritize, schedule, assign and review work.
- Train and provide work direction to assigned personnel in the performance of a wide variety of duties related to the building trades.
- Interpret, explain and apply codes, rules and regulations involved in assigned maintenance activities.
- Effectively and safely operate a variety of assigned tools and equipment.
- Interpret blueprints, shop drawings, sketches and work orders to others.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Estimate labor and materials costs.
- Make arithmetic calculations quickly and accurately.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain routine records.
- Establish and maintain cooperative and effective working relationships with others.
- Observe legal and defensive driving practices.
- Operate a District vehicle and perform heavy physical labor.
- Lift heavy objects.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds.
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.
EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. Certificate four years experience in one or more of the skilled trades.

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky driver's license.