



Job Description

Title: Lead Skilled Maintenance Worker	FLSA Status: Non-Exempt	Months: 12
Supervisor: Director-Maintenance Operations & Transportation	Supervises: N/A	Range: 33
Department: Maintenance Operations & Transportation	Bargaining Unit: Classified	Approved:12/19/2019

JOB SUMMARY:

Under the direction of Director-Maintenance Operations & Transportation, lead and perform a wide variety of skilled and specialized work in an assigned mechanical trade area involving the maintenance, alteration, construction, installation and repair of District buildings, equipment and related structures; serve as the district's systems analyst for building automation systems, energy management system (EMS), lighting systems, smoke/fire detection systems, security camera surveillance systems and power distribution services; perform assigned trade work in conformance with applicable District, building, safety and safety codes and regulations; perform work independently or in collaboration with a maintenance crew; perform duties assigned to the Skilled Maintenance Worker position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead and perform a wide variety of skilled and specialized work in an assigned mechanical trade area involving the maintenance, alteration, construction, installation and repair of District buildings, equipment and related structures.
- Serve as the district's systems analyst for building automation systems, energy management system (EMS), lighting systems, smoke/fire detection systems, security camera surveillance systems and power distribution services.
- Install, replace, repair and test heating and air conditioning systems; install heaters, ventilation systems and equipment; change motors, install sensors and meters; conduct routine overhaul and cleaning ventilation systems/equipment; repair, pack and replace valves, gauges and fittings.
- Operate, repair and maintain boilers; maintains proper steam pressure and water levels, cleans, oils and adjust boiler equipment.
- Inspect and adjust motors, valves, switches, pumps, regulators and filters to maintain proper operating efficiency.
- Operate, repair and maintain condensers, circulating pumps, gas and safety valves, bearings, gauges and sensors.
- Inspect and perform tests on HVAC systems and equipment to identify defective parts and assure proper functioning.
- Light pilots; clean out vents; inspect, maintain, operate and repair pneumatic and electrical thermostats and control systems.
- Operate, repair and maintain ventilation systems including thermostats and related control devices; clean, oil, grease and replace worn parts on heating and ventilation equipment.
- Perform a variety of technical duties involved in the management, repair, replacement, and programming of the district's energy management system (EMS); troubleshoot issues and malfunctions of the EMS system; coordinate communications, resources and information to assure smooth, efficient and effective energy use and allocation.
- Monitor and repair district computer system classroom including smartboards, iPad carts, switches and servers.
- Confer with Director-MOT on priorities, special projects, preventive maintenance needs, schedules and work assignments and delegation of work; review and evaluate completed projects.
- Maintain and repair district lighting systems and fixtures; change LED bulbs.
- Install, maintain and repair security camera surveillance systems and related equipment.
- Perform duties assigned to the responsibilities of the Skilled Maintenance Worker position.
- Communicate with staff, other departments, vendors, contractors, service providers and outside agencies to exchange information, resolve issues and coordinate activities.
- Maintain maintenance shop and work areas in a safe, clean and orderly condition.

- Operate a computer and assigned software; drive a vehicle to conduct work.
- Assist other maintenance personnel in the performance of a variety of duties related to the building trades.
- Train and provide work guidance to assigned maintenance staff.
- Attend and participate in a variety of meetings and in-service trainings.

OTHER DUTIES:

- Perform related duties as assigned.
- Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas as directed.
- Oversee and coordinate the activities of other District personnel assigned to larger maintenance projects.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of training, leading and providing work guidance to other staff.
- Methods, tools, equipment, materials, methods and techniques used in general construction, electrical, maintenance and repair.
- HVAC equipment design, sizing, installation, maintenance and repair.
- Electrical switches, gears, high voltage panels and transformers.
- Principles, practices, standards and procedures involved in energy management systems (EMS) and energy conservation programs and troubleshooting techniques.
- Organizational energy requirements and programs for efficiently consuming energy.
- Programming of network equipment and IP addressing gateways.
- Operation and use of hand and power tools and specialized equipment.
- Technical aspects and building codes related to assigned trades including HVAC, EMS and other building trades.
- Installation of surveillance cameras, systems and programming.
- Installation and maintenance of water well equipment and sludge pumps.
- Proper methods of storing equipment, materials and supplies.
- Arithmetic calculations and measuring concepts applicable to the building trades.
- Appropriate safety precautions and procedures.
- Oral and written communication skills.
- Record-keeping techniques.
- Proper lifting techniques.

Skills/Ability to:

- Lead and perform a variety of skilled maintenance, repair and construction duties in the maintenance of designated facilities, buildings and equipment.
- Establish and maintain cooperative and effective working relationships with others.
- Assist other maintenance personnel in the performance of a variety of duties related to the building trades.
- Inspect buildings, facilities, equipment and other related sites for operating efficiency, comfort level and compliance with applicable energy rules, regulations, policies and practices.
- Operate a variety of assigned tools, materials and equipment effectively and safely.
- Apply laws, rules, codes and regulations involved in assigned maintenance activities.
- Understand and follow oral and written directions.
- Read and work from plans, blue prints, sketches, specifications and diagrams.
- Plan and lay out work.
- Observe health and safety regulations and procedures.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.
- Understand and follow oral and written instructions.
- Train and provide work guidance to assigned staff.
- Work independently with little direction.

- Maintain various records related to work performed.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- Five years journey-level trade experience in the structural or mechanical trades including two years in a lead capacity.

Licenses, Certifications and other Requirements:

- Valid Class C California Driver's License.
- Valid and appropriate journey-level trade certifications related to HVAC, EMS or other assigned building trades.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor/Shop environment.
- Driving a vehicle to conduct work.
- Work evenings or variable hours.

Physical Demands:

- Dexterity of hands and fingers to operate specialized equipment and tools.
- Hearing and speaking to exchange information.
- Seeing to read and perform assigned trade related functions.
- Lifting, carrying, pushing or pulling heavy objects.
- Reaching overhead, above the shoulders and horizontally.
- Heavy physical labor.
- Bending at the waist, kneeling or crouching.
- Climbing ladders and working from heights.
- Standing for extended periods of time.

Hazards:

- Working around and with machinery having moving parts.
- Exposure to high voltage and electrical shock.
- Working at heights.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust, odors, oil/grease, gases.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.