

**Escondido Union High School District
Job Description**

Job Title: Maintenance Crew Leader
Employee Unit: Classified Bargaining Unit
Job Family: Maintenance & Operations
FLSA Status: Nonexempt
Salary Level: 38
Approved By: Board of Education
Approved Date: 10/17/06

NATURE OF WORK

Assists Director of Maintenance in the dispatching of work orders, prioritizing of work orders, and interacting with and managing construction jobs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Orders materials for construction jobs.

Coordinates the "tenant improvements" for construction jobs.

Assists maintenance technicians in planning work and responding to work orders.

Oversee large projects by dealing with city officials, obtaining permits, assisting with bid projects.

Inspects each district site on a weekly basis to determine needs, problems with physical facilities.

Acts as liaison between the school Head custodians and the Maintenance and Operations Department.

Works with contractors, such as walking jobs prior to bidding, etc.

Responds to requests from maintenance technicians who are on a job at a site and need assistance, advice, parts, etc.

Performs general and skilled maintenance as required.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities, but is expected to coordinate and direct the work of maintenance technicians. Maintains a consistent work flow within department when Director is not available.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); a minimum of five years in general construction in skilled trades; one or more years foreman experience.

KNOWLEDGE OF:

Methods, practices and techniques typical to performing the duties of the position.

ABILITY TO:

Read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, codes, blueprints; write routine reports and correspondence; effectively present information in one-on-one and small group situations to customers, clients, vendors, contractors, managers, city and county officials; deal with a wide variety of personalities, prioritize work effectively, respond in a timely and appropriate fashion to requests from maintenance technicians, management, and effectively direct and coordinate the work of others. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several concrete variables.

Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Driver's License; class A desirable.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee frequently is required to sit and climb or balance. The employee is occasionally required to stand. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to fumes or airborne particles and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level in

the work environment is usually loud.

COMMENTS

The Maintenance Crew Leader many times is a representative of the district to outside sources and vendors. As such, a professional appearance and demeanor is essential. An attitude of helpfulness, concern for the safe and secure environment of the school sites must be exhibited to all with whom this individual contacts in the course of work.