

## MAINTENANCE LEADPERSON

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### DEFINITION:

Under general direction, to provide lead supervision of the College's facilities, landscaping, and custodial maintenance programs; to assign and monitor the work of maintenance staff; to assist in longer term work planning and cost estimating; and to perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

This is a lead level of classification providing day-to-day direction of the work of crews and staff in all areas of maintenance, assisting in work planning and budgeting, and participating in the work of the unit. This classification is distinguished from the next higher level of Director, Facilities Services, which is a full supervisory classification with overall responsibility for the Colleges maintenance programs and services.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Assists in planning, organizing and laying out work, and estimating materials, supplies and equipment for the work of facilities maintenance, grounds keeping, and custodial staff; prepares project plans, specifications and diagrams;
- Assigns and reviews employee work upon completion or in progress, directs corrections, and provides training and development; conducts safety meetings;
- Monitors employee performance, provides formal or informal counseling regarding work issues, assists in preparing documentation of issues; and provides input to employee performance appraisals; approves vacation and sick leave; assists in the interviewing and selection of new employees;
- Assists in the planning of work assignment areas, schedules, workload, work standards and procedures, and longer term maintenance plans;
- Provides input to and assists in budget development, planning and management; determines equipment and supply needs;
- Coordinates maintenance and repair requests with other College staff and managers;
- Ensures the maintenance of an adequate inventory of materials, supplies and equipment; coordinates repairs and recommends replacement;
- Prepares and maintains a variety of written records and reports, and prepares periodic and special reports of work performed;
- Coordinates, reviews, and oversees work of contractors;
- Responds to and coordinates emergency repair needs;
- Supervises the maintenance group on a relief basis.

## **MINIMUM QUALIFICATIONS:**

### Knowledge of:

Principles, practices, tools, equipment and materials used in skilled trades facilities maintenance, grounds keeping, and custodial work.

Basic lead supervisory principles and practices.

Project planning and cost estimating.

Safety and safe working practices related to skilled trades, grounds keeping, and custodial work.

### Skill in:

Planning, assigning, laying out and inspecting the work of skilled trades, grounds keeping and custodial staff.

Reviewing the work of others, providing training, informal counseling and documentation of work issues, and assisting in the supervision of others.

Performing skilled carpentry, plumbing and electrical trades work.

Planning maintenance schedules, procedures, projects and project budgets.

Evaluating and purchasing materials, supplies and equipment.

Maintaining a variety of logs and records, and preparing periodic and special reports.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

### Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record; must be willing to respond to emergencies in off-hours as necessary.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Completion of high school and four years of journey level experience in carpentry, plumbing, or electrical work. Course work in supervision, landscaping, facilities maintenance and custodial services, and previous lead or supervisory experience are desirable.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Lifting and carrying heavy materials, furniture, equipment and tools; climbing, crawling, and stooping to reach work; manual strength and dexterity to operate tools and equipment, and pull, push or manipulate heavy objects against resistance; working in temperature extremes and inclement weather; working aerially, underground, and in exposure to bacterial contamination and hazardous chemicals; vision to read work requests, blueprints and diagrams, manuals, and regulations; speech and hearing for communicating instructions, information, and work requests.

This work is performed indoors and outdoors in shop, facility and exterior settings.