



For the future of every student

## **CLASS TITLE: LEAD BUILDING TRADES MECHANIC**

### **BASIC FUNCTION:**

Under the direction of the Maintenance Manager, lead and participate in a variety of skilled activities involved in the maintenance and repair of District buildings, facilities and equipment; coordinate personnel, projects and information to meet maintenance needs and assure smooth and efficient activities; train and provide work direction and guidance to assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Lead and participate in a variety of skilled activities involved in the maintenance and repair of District buildings, facilities and equipment including tasks in electrical work, plumbing, carpentry, HVAC & R, construction, welding and painting

Coordinate personnel, projects and information to meet maintenance needs and assure smooth and efficient activities; confer with staff regarding maintenance needs, issues, projects and work orders; investigate and assure proper and timely resolution of maintenance issues and conflicts.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work to assure compliance with established standards, requirements and procedures; provide input concerning employee evaluations as requested.

Oversee, assist in scheduling and participate in maintenance and repair projects; monitor and adjust activities in response to project progress; inspect completed projects for accuracy, completeness and compliance with established standards and procedures.

Receive, evaluate and assign work orders to proper personnel; estimate labor, materials and equipment needed for maintenance projects; compile and prepare cost estimates; monitor levels of tools, equipment and supplies; research and order necessary tools, equipment and supplies.

Oversee and participate in the maintenance and repair of electrical equipment and systems and the installation and replacement of light fixtures, ballasts, switches, fuses, circuits and other electrical accessories; assure proper diagnosis of malfunctions and replacement of defective wiring and parts.

Lead and participate in the repair or fabrication of articles and structures of wood or related materials such as doors, partitions, counters, cabinets, shelving and furniture; assure proper repair of floors, walls, ceilings and roofs; install, maintain and replace doors, locks, windows and other equipment.

Oversee and participate in the installation, maintenance and repair of faucets, drinking fountains, toilets, urinals, sinks, valves, pumps and other plumbing components and fixtures; assure proper installation and replacement of pipes; oversee the repair of leaks, obstructions and system failures.

Assure proper maintenance, troubleshooting and repair of HVAC & R systems and equipment; make adjustments and perform preventive maintenance; diagnose malfunctions and determine repair needs; install, replace or repair valves, fans, motors, filters, belts, controls, coils and other parts and components; perform electrical, mechanical and pneumatic tests on systems and equipment.

Train staff concerning the proper preparation and use of maintenance materials, supplies and equipment; explain and assure staff understanding of safety practices and procedures.

Operate and maintain a variety of equipment such as drills, saws, presses, testers, meters, fork lifts, lifts, gauges, jackhammers, tractors, skip loaders, backhoes and various hand and power tools; drive a vehicle to conduct work.

Plan, organize and lay out assigned tasks; interpret plans, diagrams, blue prints, sketches and specifications; work from verbal and written instructions and work orders; respond to emergency maintenance needs and requests.

Oversee and participate in the application of paint and preparation of related surfaces; lead and perform oxy welding in the fabrication, repair and installation of metal parts and components as assigned.

Lead and participate in the installation, maintenance and repair of fencing; level and dig ground areas; form trenches; mix, pour, place, shape and finish concrete; patch and repair asphalt and concrete; install and maintain sheet metal as required; install and remove playground equipment as needed.

Prepare specifications and requisitions for supplies and equipment; participate in the testing and evaluation of new equipment and materials.

Identify, report and assure proper resolution safety, sanitary and fire hazards as directed; notify Maintenance Manager of needed repairs to equipment and facilities and related maintenance work.

Oversee and participate in maintaining work areas, equipment and tools in a safe, clean and orderly condition.

Maintain various records related to work orders, personnel and assigned activities; prepare and present oral and written reports concerning maintenance needs, issues and projects.

#### **OTHER DUTIES:**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Methods, materials, tools, terminology and equipment used in the building maintenance trades.

Requirements of maintaining facilities, utilities, grounds and equipment in good repair.

Operation of a wide variety of hand and power tools and equipment.

Shop math applicable to the building trades.

Applicable building codes, ordinances, fire regulations and safety precautions.

Technical aspects of the building maintenance trades.

Preventive maintenance principles and practices.

Principles of training and providing work direction.

Proper methods of storing equipment, materials and supplies.

Record-keeping and report preparation techniques.

Health and safety regulations and procedures.

Oral and written communication skills.

Proper lifting techniques.

##### **ABILITY TO:**

Read and interpret mechanical, electrical, civil, and structural drawings, plans, sketches, and blueprints  
Lead and participate in a variety of skilled activities involved in the maintenance and repair of District buildings, facilities and equipment.

Coordinate personnel, projects and information to meet maintenance needs and assure smooth and efficient activities.

Train and provide work direction and guidance to assigned personnel.

Inspect projects for accuracy, completeness and compliance with established standards.

Investigate and assure proper and timely resolution of maintenance issues and conflicts.

Inspect, troubleshoot, diagnose, maintain, repair and replace a variety of parts and equipment.

Operate a wide variety of hand and power tools and equipment.

Estimate material, labor, equipment and time requirements.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Determine appropriate action within clearly defined guidelines.

Meet schedules and time lines.

Work independently with little direction.

Prepare and maintain various records and reports.

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by completion of an approved apprenticeship program and four years increasingly responsible journey-level experience in one or more of the building maintenance trades.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil and grease.

Driving a vehicle to conduct work.

##### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate maintenance equipment and tools.

Seeing to perform maintenance work.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing or pulling heavy objects as assigned by the position.

Walking over rough or uneven surfaces.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Heavy physical labor.

Climbing ladders.

##### **HAZARDS:**

Working around and with machinery having moving parts.

Working at heights.  
Power saws and flying debris or nails.  
Chemical fumes.

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*Approved by Personnel Commission:* 09/19/2007  
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