



Job Title:	General Maintenance Lead	Wage/Hour Status:	Non-Exempt
Reports To:	General Maintenance Supervisor	Pay Grade:	Maintenance Pay Group 4
Dept. /School:	Maintenance Department	Date Revised:	10/26/2011

Primary Purpose:

Responsible for maintaining physical structure and appearance of all facilities, including roofs, walls, floors, ceilings, windows, doors, furniture, and various equipment and dispensers in classrooms, restrooms and kitchens. May work alone or be assisted by others as required. Assist in maintaining inventory of parts and materials required for repairs.

Qualifications:

Education/Certification:

Valid Texas driver's license
Good driving record
High school diploma or GED
Certified in inspection and service of hand-held fire extinguishers

Special Knowledge/Skills:

Strong written and oral communication skills
General knowledge of cabinet shop procedures and equipment
General knowledge of NFPA Fire and Life Safety Codes, Uniform Building Codes, Americans with Disabilities Act (ADA), Environmental Protection Agency (EPA) regulations and Occupational Safety and Health Association (OSHA) codes
General knowledge of basic construction and maintenance techniques on the commercial and school building level, including repairs on all components, as well as, preventive maintenance
General knowledge of locks and door hardware installation and repair

Experience:

Four years experience in maintenance of school facilities or equivalent commercial building maintenance experience

Major Responsibilities and Duties:

General Maintenance:

1. Plan, organize and accomplish jobs as assigned, assuming responsibility for accuracy, appearance, timeliness, and cost of jobs.
2. Assume responsibility for planning, purchasing material and directing efforts of employees in construction of small-scale renovations and additions, such as wall additions, door installations, porches and ramps.

3. Supervise the efforts of any General Maintenance I and II worker, as assigned to assist in achieving duties.
4. Plan and direct cabinet shop jobs and projects such as cabinets, tables, bookshelves, and furniture repair.
5. Coordinate between appropriate campus administrators and supervisor to ensure that they are aware of work to be done and class disruptions are kept to the minimum possible.
6. Responsible for maintaining positive relationships and communications with campus administrators and teachers as well as maintaining a positive image to the general public.
7. Responsible for timely and accurate work order documentation and submittal.
8. Completes timesheet as required by supervisor.

Safety:

9. Assist in maintaining a comprehensive safety program by constant monitoring for potential safety problems and ensuring that all safety procedures are followed.
10. Operate tools, equipment, and machinery according to prescribed safety procedures.
11. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
12. Ensure that vehicles, equipment, and tools are in safe operating condition.
13. Inspect and adjust tools and equipment for safety and efficiency.
14. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Inventory and Equipment:

15. Coordinate the storage and use of all equipment, tools, and supplies used.
16. Prepare, implement, and maintain preventive maintenance and repair procedures for equipment and tools.
17. Recommend replacement of existing equipment.

Other:

18. Drive light truck throughout the district and to procure materials and supplies from vendors, to accomplish assigned tasks.
19. Other duties as assigned.

Supervisory Responsibilities:

Supervise general maintenance I and II employees, assigned to assist with jobs

Equipment Used:

Power tools and hand tools (saws, planers, pneumatic nail guns, power actuated pin drivers, leveling devices, welders, torches, drills, grinders, etc.). Light truck.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Continual walking, standing, climbing, power lifts, scaffolds, heavy lifting and carrying, stooping, bending, kneeling, stooping, squatting, and reaching. Work outside and inside and around moving objects or vehicles. Exposure to extreme temperatures, dust, fumes orders, chemicals, and loud noises, mechanical

and electrical hazards normally associated with construction and shop operations. Occasional work at heights up to 30' above ground. Exposure to slippery and uneven walking surfaces. Frequent district wide travel.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.