

**MAINTENANCE LEAD****DEFINITION**

Under direction, leads and performs skilled trades work pertaining to one or more of the following trades: carpentry, electrical, grounds, HVAC, locksmith, painting, plumbing & welding; serves as a lead worker over subordinate skilled and semi-skilled employees on a regular, project and/or assignment basis; performs the most difficult and complex journey-level trade duties in one or more of trades listed above; performs semi-skilled duties related to other maintenance trade areas; and performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a lead level class in the Maintenance Support Series within the Yosemite Community College District (YCCD). Incumbents in this class serve as lead workers for multiple trades while also performing skilled duties, including the most complex duties related to their specialty area. Incumbents utilize specialized skills that have generally been obtained through technical education and/or substantial on-the-job experience.

This class can be distinguished from the lower-level class of Maintenance Specialist because incumbents in that class perform the full range of skilled trade duties but do not have regular lead worker responsibilities.

**SUPERVISION RECEIVED AND EXERCISED**

Incumbents in this class work under the direction of a manager or director, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to the supervisor.

Incumbents serve as lead workers for specialized maintenance functions, with responsibility for the work of subordinate full time staff on a regular basis.

**ESSENTIAL DUTIES:**

- Serves as a lead worker over subordinate employees who perform carpentry, electrical, grounds, HVAC, locksmith, painting, plumbing & welding related duties; plans and schedules the work of subordinate staff; receives and assigns day-to-day priorities; provides direction and guidance to staff and makes decisions regarding routine activities, particularly in the absence of a supervisor.
- Monitors the work performed by subordinate staff; inspects and reviews work to ensure quality; may provide technical input on staff performance evaluations.
- Reviews work orders and major project plans; meets with District staff to evaluate project needs; determines needed manpower and materiel resources; prepares and presents costs estimates and project timelines.
- Assists in the planning, development and conduct of orientation and in-service training programs for maintenance personnel; provides training to skilled, semi-skilled and unskilled employees in the appropriate methods of work for each specialized trade, and related safety techniques; monitors worksites for safety hazards and ensures that proper procedures are being applied.
- Monitors supply, material and equipment needs and inventories; recommends and initiates purchases as needed to maintain adequate resources for staff work and inventory maintenance.

- May perform the most difficult and complex journey-level trade duties.
- Maintains a variety of records including those related to preventive maintenance and service performed.
- Performs semi-skilled duties related to other maintenance trade areas.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

#### **Education and Experience:**

- **Pattern I**
  - **Experience:** Two years equivalent to Maintenance Specialist at YCCD.

**OR**

- **Pattern II**
  - **Education:** Possession of a High School diploma or GED.
  - **Experience:** Three years performing skilled, journey-level duties in one or more of the following trades: carpentry, electrical, grounds, HVAC, locksmith, painting, plumbing or welding, preferably in an institutional setting.
  - **Substitution:** Completion of an approved vocational training course in one or more of the following trades: carpentry, electrical, grounds, HVAC, locksmith, painting, plumbing or welding may substitute for one of the above-required years of experience.

#### **Special Requirements:**

- Within 60 days of employment, must obtain a Backflow Testing Certificate approved by the California Department of Health Services, and must maintain certificate for continued employment for leads over Plumbing, HVAC and Grounds.

#### **Knowledge of:**

- Principles and practices of supervision and leadership; methods of training others in one or more of the following trades: carpentry, electrical, grounds, HVAC, locksmith, painting, plumbing and welding techniques.
- Advanced methods, techniques, supplies, materials, and equipment utilized in one or more specialized trade pertaining to facility, building, and equipment maintenance, repair, and construction.
- Legal mandates, policies, regulations, and guidelines pertaining to the maintenance, repair, and construction of public facilities, office buildings, and equipment.
- Principles and procedures of routine preventive maintenance.
- Occupational hazards and standard safety practices.

#### **Ability to:**

- Plan, organize, and lead skilled and general maintenance personnel in the performance of maintenance, repair, and construction functions.
- Drive a service vehicle to and from work sites.
- Operate a variety of manual and motorized tools.

- Accurately estimate time and material costs.
- Perform highly skilled and complex craft maintenance functions.
- Interpret blueprints, plans, drawings, schematics, and other data pertaining to the maintenance, repair, and construction of facilities, office buildings, and equipment.
- Maintain a data management, storage, and retrieval system.
- Understand and carry out oral and written directions with minimal accountability controls.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted during the course of the work.

**LICENSES AND CERTIFICATES:**

- A valid license to drive in California is required.

**PHYSICAL AND MENTAL STANDARDS:**

- **Mobility:** ability to ascend and descend ladders, stairs, scaffolding, and ramps; walk or stand for extended periods.
- **Dexterity:** must have a full range of motion in the upper extremities; manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects.
- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 50 pounds; occasionally lift objects up to 75 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact.

**TYPICAL WORKING CONDITIONS**

- Work typically occurs in both indoor and outdoor environments. Duties may involve exposure to hot, cold, wet, humid, or windy conditions caused by weather; travel from site to site; and exposure to potentially hazardous chemicals, noise, dust and fumes.

*Class Adopted: 10/12/15*

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