

## Sweetwater Union High School District

### LEAD MOBILE MAINTENANCE WORKER

#### Purpose Statement

The job of Lead Mobile Maintenance Worker is done for the purpose/s of leads various skilled trades workers in maintaining facilities in safe operating condition; performing a wide variety of skilled maintenance activities (e.g. painting, carpentry, plumbing, general repairs, etc.); addressing immediate operational and/or safety concerns; assisting skilled trades as assigned; ensuring adequate materials are available to complete assignments in a timely manner.

#### Essential Functions

- Oversees the performance of, and participates in, a variety of building maintenance activities (e.g. carpentry, painting, plumbing, etc.) for the purpose of completing projects within established time frames.
- Schedule and coordinate the work of skilled tradesmen as needed and/or assigned for the purpose of ensuring the timely and safe completion of assigned building maintenance tasks.
- Supervises the building of customized items (e.g. counters, temporary partitions, shelves, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Inspects remodels, repairs and new construction as needed and/or assigned for the purpose of ensuring that work quality and completed projects meet all relevant regulations and requirements.
- Installs and supervises the installation of system component parts, classroom and office equipment and facility components for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Trains assigned staff, department personnel and others for the purpose of leading in work activities, and providing information concerning work and safety related issues.
- Prepares documentation in a variety of written and electronic formats (e.g. work orders, memos, requisitions, cost projections and reports, estimates, etc.) for the purpose of providing written support and/or conveying information.
- Assists assigned maintenance workers with projects (e.g. transporting and/or securing materials, completing specific tasks, etc.) for the purpose of completing projects in a safe, efficient manner.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds emergency situations for the purpose of resolving immediate safety concerns.
- Attend meetings, in-services and seminars for the purpose of staying aware of changes in techniques, technology and legal requirements as they relate to assigned department components.

#### Other Functions

- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

#### Job Requirements: Minimum Qualifications

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; personnel supervision; and planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: standard methods, materials and tools used in two or more skilled maintenance trades; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; developing effective working relationships; displaying mechanical aptitude; working under time constraints; and working as part of a team.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 45% sitting, 25% walking, and 30% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

**Education/Experience**

Any combination equivalent to High School diploma or equivalent, supplemented by leadership or supervisory training, and approved apprenticeship program in a major skilled maintenance trade, and two years of journey-level experience in more than one maintenance trade.

**Required Testing**

Pre-employment Proficiency Test

**Certificates**

Valid Driver's License & Evidence of Insurability

**Continuing Educ./Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*