

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: LEAD MAINTENANCE WORKER

BASIC FUNCTION:

Schedule and lead the work of a maintenance crew; perform semi-skilled to skilled work in one or more of the maintenance trades.

REPRESENTATIVE DUTIES:

- Lead, plan, assign, inspect and participate in maintenance and repair work of school facilities; train assigned employees.
- Coordinate and direct the work of skilled and semi-skilled trades people in one or more craft areas; distribute parts and materials as needed; order parts and materials.
- Inspect work in progress to see that proper maintenance methods are being followed and standards maintained; assure safety of the workers and safety precautions are observed in and around the work site.
- Implement work schedules and inspect completed work; renew work orders for time and material requirements.
- Respond to emergency call-ins as required.
- Perform skilled work in a variety of maintenance trades as needed.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Tools, equipment, methods and materials used in unskilled to semi-skilled maintenance in at least one of the building maintenance and construction trades.
- Operation and use of hand and power tools and equipment.
- Requirements of maintaining buildings and facilities in good repair.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Cleaning equipment, tools, materials and supplies used in custodial work.
- Basic record-keeping techniques.
- Health and safety regulations and procedures.
- Proper methods of storing equipment, materials and supplies.
- Proper lifting techniques.
- Basic shop math.

ABILITY TO:

- Perform semi-skilled work in the construction, renovation, maintenance and repair of building, facilities and furniture.
- Operate basic maintenance tools and equipment.
- Assist skilled personnel in the maintenance and repair of buildings and facilities.
- Use common cleaning equipment and supplies safely and efficiently.
- Move and arrange furniture and equipment for meetings and special events.
- Observe and report safety hazards and need for maintenance and repair.

ABILITY TO - continued:

- Maintain routine records related to work performed.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Lift heavy objects.
- Observe legal and defensive driving practices.
- Plan and lead the work of a maintenance crew, and perform semi-skilled work in one or more of the maintenance trades.
- Lay out, schedule and oversee a diversified maintenance work program.

Terms of Employment: Full Time; 230 days

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years experience assisting in one or more of the building trades.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license.

