



Lead Maintenance Technician

Classified Range: 47

Board Approved: 11/18/21 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Performs administrative services, inspections, and repairs in addition to performing skilled work in one a specific field such as electrical, carpentry, painting, locksmithing, HVAC/R, and/or plumbing. Provides oversight and coordinates assignments for assigned staff.

DISTINGUISHING CHARACTERISTICS

The Lead Maintenance Technician classification is distinguished from other classes within the series by the level of responsibility assumed and the additional duties assigned. Lead Maintenance Technicians perform the most difficult and responsible types of duties assigned to classes within this series including the provision of lead support for assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Coordinates, oversees, and provides support for the assignments of assigned staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Leads, plans, trains, and reviews the work of maintenance staff; observes and complies with federal, state, and local codes, laws, and regulations; participates in performing the most complex work of the unit including organizing and assigning work, setting priorities, and following up to ensure coordination and completion of assigned work.
2. Utilizes computers in the processing of work requests, campus/district communication, and material and/or information searches; estimates materials, and equipment required for jobs assigned; submits requisitions for required materials; maintains a variety of reports and records; may assist in estimating time required to complete jobs.
3. Performs administrative services, inspections, and repairs in addition to routine skilled maintenance duties within the specific hired trade such as electrical, carpentry, painting, locksmithing, HVAC/R, or plumbing; performs general unskilled and semi-skilled maintenance work and may assist in other trades.
4. Oversees the use, care, and operation of maintenance equipment including power and hand tools, and maintenance vehicles.
5. Oversees, assists, and verifies the work of maintenance staff for accuracy, proper work methods, techniques, and compliance with applicable standards, and specifications; ensures adherence to safe work practices and procedures.
6. Operates a variety of maintenance related equipment including power and hand tools, soldering, and



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brazing equipment; performs preventive maintenance and light repairs on equipment and tools.

7. Operates the energy management system (EMS) and building automation system (BAS) in order to control room temperatures, facilities use for events, and facility lighting.
8. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**



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Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*



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Education and Experience Guidelines

Education/Training:

Equivalent to the completion of high school supplemented by specialized training related to the area of assignment.

Experience:

Four (4) years of experience that demonstrates journey-level skills in assigned area.

License or Certificate:

Possession of a valid driver's license.

Possession of, or ability to obtain a valid forklift certification.

Possession of or ability to obtain a valid EPA Retrieval and Reclamation Certification issued by authorized agency if assigned HVAC/R trade.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, electrical energy and high voltage and all types of weather and temperature conditions; work at heights on scaffolding and ladders; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; works near moving mechanical parts. Incumbents may be required to respond to emergencies during off hours which may include evenings, nights, and weekends.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; to frequently push, pull, lift, and/or carry moderate to heavy amounts of weight up to 50 pounds, to occasionally push, pull, lift, and/or carry heavier amounts of weight with or without assistance; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.