

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Lead Equipment Repair Technician	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Facilities Management	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	051 OSS
<b>ISSUED:</b>	November 12, 2002		

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**BASIC FUNCTION:**

Lead and participate in the work of equipment repair technicians; plan, estimate, and inspect equipment and machine repair work.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Work with and lead journey-level employees and helpers in the installation, maintenance, inspection, diagnosis, and repair of a large variety of machinery and shop equipment including drill presses, lathes, jointers, forges, portable gardening equipment, hydraulic pumps, and air compressors. **E**

Plan, estimate, and schedule jobs. **E**

Service and repair mechanical and electrical equipment located in cafeterias, industrial arts classrooms, libraries, other classrooms, and other district buildings. **E**

May perform machinist duties in manufacturing replacement parts.

Repair and replace electronic controls and switches and work with standard and high voltage when performing service and repair responsibilities. **E**

Requisition materials and equipment. **E**

Inspect completed work. **E**

Make periodic surveys to determine or verify needed alterations, replacements, or repairs. **E**

Enforce safety regulations. **E**

Keep time and cost records and make reports. **E**

Drive a truck. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to two years of recent, full-time, paid, journey-level experience in one or more of the following: electrical motor service and repair, fabricating machine operation, internal combustion engine service and repair, or related machine-maintenance experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Materials, tools, and methods used in the inspection, repair, replacement, and installation of a wide variety of mechanical equipment.

Reading and writing English communication skills.

**ABILITY TO:**

Demonstrate mechanical aptitude.

Perform machine repair work.

Read blueprints and estimate labor and material requirements.

Lead the work of others.

Establish and maintain effective working relationships with others.

Plan and organize work to meet schedules and time lines.

Maintain records and prepare reports.

Work independently with little direction.

Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, maintenance shop environment.

**PHYSICAL REQUIREMENTS:**

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous heavy physical exertion; hearing and speaking to exchange information in person and on the telephone; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to perform assigned duties; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to perform assigned duties; lifting heavy objects.

Revised 4.2.04—PeopleSoft

Job Code 8083

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