

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Lead Mobile Maintenance Worker	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	052 OSS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Participate in the work and lead a team of journey level carpenters, electricians, painters, plumbers, building maintenance workers, helpers, and other crafts workers, as assigned; inspect, plan, and estimate work on school facilities; communicate with principals, other site staff, and department staff

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 a skilled trades maintenance crew in repair, painting, and maintenance of buildings, furniture, cabinets, equipment, plumbing fixtures, and other school structures. **E**

Plan and arrange work schedules. **E**

Requisition materials and equipment for jobs. **E**

Keep time, cost, and other records; make reports. **E**

Make surveys to determine repair maintenance needs. **E**

Schedule and coordinate work with that of other programs or crafts and with school personnel. **E**

Inspect completed work for adherence to applicable codes. **E**

Read and interpret blueprints; prepare layouts or sketches; estimate labor and material costs. **E**

Drive a truck. **E**

Implement and enforce safety regulations. **E**

Explain the policies and procedures of the mobile maintenance team. **E**

Attend training seminars and courses to keep abreast of changes in techniques, technology, and supervision. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, or education equivalent to completion of a recognized apprentice training program in one of the major trades and two years of recent, full-time, paid, journey-level experience in a large maintenance department, preferably including work in more than one trade; successful completion of courses in leadership or supervision.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Designated positions in this job class may be required to have available and operate a personal vehicle capable of hauling heavy and/or bulky materials as defined in Procedure 2510. (Transportation expense and vehicle allowance provided.)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safety methods and practices.
Applicable laws and codes.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Use materials, tools, and methods common to the trades.
Read blueprints, plans, and specifications.
Design sketches and layouts.
Estimate labor and materials costs.
Maintain records and prepare reports.
Establish effective working relationships with others.
Train and direct the work of others.
Plan and organize work.
Meet schedules and time lines.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and/or outdoor setting to perform maintenance duties; driving to conduct business.

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; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects