

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Mechanical System Crew Leader	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Maintenance and Operations	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	054 OSS
<b>REVISED:</b>	July 1, 2002		

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### **BASIC FUNCTION:**

Lead and work with journey-level air-conditioning mechanics, sheetmetal workers, electric motor repair technicians, emergency power unit technicians, and other assigned journey-level, skilled, and semi-skilled crafts workers; inspect, plan, estimate, and coordinate work for assigned and related trades and equipment; continuously monitor and update preventive maintenance programs for assigned building systems.

**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**

Lead and work with a crew in repairing, manufacturing, rebuilding, and/or installing air-conditioning systems, metal ductwork, hoods, flashings, machinery, motors, belts, bearings, blowers, exhaust fans, pumps, emergency power systems, and related electric, electronic, digital, pneumatic, and mechanical controls. **E**

Make periodic surveys to determine or verify needed alterations, replacements, or maintenance of systems. **E**

Analyze data to schedule and establish preventive maintenance programs. **E**

Plan and arrange work schedules of assigned staff; inspect new building systems and completed repairs for adherence to applicable codes and standards. **E**

Organize and establish priorities for emergency, urgent, and routine job order requests; assist with the coordination of projects with other department and district staff. **E**

Develop and implement procedures and work practices for identifying, reporting, repairing, and inspecting defects and/or deficiencies at district facilities. **E**

Assist in the development of the Maintenance Unit budget; maintain a variety of records to account for labor, materials, tools, equipment, and rolling stock; track job costs and take necessary action to prevent overspending; schedule maintenance work to minimize disruptions to classroom activities. **E**

Respond to after-hours emergency calls for maintenance services. **E**

Implement and enforce safety regulations and practices; conduct regular safety and training meetings. **E**

Attend training seminars and courses to keep current in leadership skills and in the latest techniques and technology in the construction/maintenance industry. **E**

Drive a truck. **E**

Review and resolve issues relating to the Mobile/Preventive Maintenance Program functions. **E**

Implement approved policies and procedures for the Maintenance and Operations Department, Maintenance Unit, and Mobile/Preventive Maintenance Program. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of education, training, or experience equivalent to a recognized apprenticeship or other formal training program in the air-conditioning, sheetmetal, or related building trade and two years of recent, full-time, paid, journey-level experience including leadership experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license appropriate to the type of equipment and/or vehicle operated.

Personality and character suitable for working in schools.

Possession of hand tools common to the trade.

Incumbents of 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 Administrative Procedure 2510 (Transportation expense and vehicle allowance provided.)

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current preventive maintenance and scheduling techniques.

Applicable laws and codes; safety methods and practices.

Tools, equipment, materials, and methods common to the mechanical systems and related trades.

Reading and writing English communication skills.

Accurate estimation of labor and material costs; ability to design sketches and layouts; skill in reading and interpreting plans and specifications.

**ABILITY TO:**

Accurately estimate labor and material costs.

Design sketches and layouts.

Read and interpret plans and specifications; analyze data and make recommendations for improvements.

Apply the techniques used in maintenance, preventive maintenance, repair, and modification of air-conditioning systems, motors, belts, bearings, and electric, electronic, digital, pneumatic, and mechanical controls and devices, and emergency power units.

Coordinate, schedule, and sequence multi-craft projects.

Communicate effectively with others; provide leadership, training, and direction to assigned staff.

Plan and organize work; meet schedules and time lines; maintain records.

Establish and maintain effective working relationships with others.

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor or outdoor setting, working around machinery with moving parts.

**PHYSICAL REQUIREMENTS:**

Strength and energy sufficient to maintain a rigorous work schedule including driving and/or 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 equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to perform assigned duties; lifting heavy objects.

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