LEAD MAINTENANCE TECHNICIAN

DEFINITION

Under general supervision, plans, assigns, directs and reviews the work of College facilities and equipment maintenance staff; performs skilled work in one or more trade areas; performs related duties as required or assigned.

CLASS CHARACTERISTICS

This is the working lead level class within the facilities and equipment maintenance series. Successful performance of the work requires the use of initiative within established guidelines to schedule and follow up on work to be performed. This class is distinguished from Maintenance and Operations Manager in that the latter has management level responsibility for facilities, grounds and equipment maintenance and custodial services.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, schedules, assigns, directs and reviews the work of staff engaged in facilities and equipment maintenance activities
- Confers with College administration and campus staff regarding maintenance activities or problems
- Provides input into and monitors the unit's budget
- Participates in the hiring of facilities and equipment maintenance staff, provides work instruction to staff, ensures that safety procedures are followed, in safety procedures related to the work, and the operation and use of equipment and supplies
- Prepares and implements maintenance schedules for assigned functions
- Authorsizes purchases of supplies and equipment for maintenance activities
- Discusses job details with subordinates
- Interprets drawings, diagrams, specifications and blueprints as required
- Inspects work sites and work in progress and work completed
- Ensures conformity with work orders and specifications
- Ensures safe work practices and procedures are followed
- Evaluates the advisability of contract work for assigned projects
- Personally performs a variety of skilled work in one or more trade areas
- Inspects contract work for conformity with specifications
- Responds to questions and complaints and ensures satisfactory resolution
- Ensures adequate supply inventories
- Prepares and maintains a variety of reports and records
- Prepares periodic and special reports of work performed
- Recommends and implements improved work methods and procedures
- Acts as the Maintenance and Operations Manager on a relief basis
- Performs related duties as required or assigned
QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices
- Methods, materials, tools and equipment used in facilities and equipment maintenance work
- Safe work methods and safety precautions related to the work
- Applicable codes and regulations
- Use and maintenance of a wide variety of hand and power tools and equipment used in the work
- Basic budgetary principles and practices

Skill in:

- Planning, scheduling, assigning, directing, and reviewing the work of facilities and equipment maintenance staff
- Providing work instruction to others
- Analyzing problems, evaluating alternatives and making creative recommendations
- Exercising sound judgment within general policy guidelines
- Preparing clear, concise and competent reports, correspondence and other written materials
- Estimating time and material requirements for assigned projects
- Reading and interpreting plans, blueprints and specifications
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Other Requirements:

- Must possess a valid California driver's license
- Must be willing to respond to emergencies in off-hours as necessary
- Must possess sufficient strength to lift and maneuver objects weighing up to 100 pounds, with assistance
- Must be willing to be exposed to moving equipment, electricity and other hazardous materials and work situations, using proper safety equipment and procedures

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to completion of a recognized apprenticeship program in a trade area and three years of journey level experience in that trade. Additional work experience in the appropriate field may be substituted for the formal apprenticeship program on a year-for-year basis, to a maximum of four years. One year of lead or supervisory experience is desirable.

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