Lead Maintenance Worker

Reports to: Superintendent/ Principal

**General Position Description:** Performs inspections, maintenance, and repairs to ensure that all students, staff, and the community are provided a safe, attractive and clean, and healthy environment for learning and work.

**Qualifications**

- Have earned a high school diploma or its equivalent.
- Hold and maintain a valid driver’s license for the type of vehicles to be driven.
- Demonstrate knowledge, a minimum of three years of experience, and proficiency in several areas of maintenance (e.g., plumbing, painting, carpentry, masonry/concrete/tile, window glazing, electrical, mechanical, HVAC systems, roof repair, plastering/spackling, field/playground maintenance, furniture repair, and small engine repair).
- Demonstrated interpersonal skills to relate well to students, staff, administration, parents and the community.

**Duties and Responsibilities**

- Perform general maintenance and repair tasks in a variety of areas and as assigned by the Superintendent/Principal.
- Oversee the custodial staff and ensure supplies are available for custodial activities
- Ensure that the work site and conditions are safe.
- Perform assignments relating to the school site being able to safely open and function on time. This includes set-up and takedown of items necessary for daily lunch service and special events.
- Perform regular inspections of equipment and systems, reporting any abnormalities and hazards immediately.
- Respond to emergency situations and perform necessary repairs.
- Keep a log of all maintenance functions and repairs performed.
- Recommend repairs or procedures that are beyond the scope of her/his responsibilities, skill, or experience, outlining the work needed and specifications required of an outside contractor.
- Ensure that all applicable fire, safety, health, and environmental regulations and laws are observed and exceeded.

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· Maintain an adequate supply of parts and supplies usually used in repairs, and request needed supplies through the established procedures of the district.
· Operate and maintain in a safe and operational condition all tools and equipment necessary to carry out job functions and responsibilities.
· Report immediately any damage or vandalism to facilities, or theft of equipment.
· Make recommendations for improvement in the effectiveness and efficiency of the maintenance operations of the district.
· Participate in appropriate in-service and workshop programs and attend any required meetings.
· Perform any duties and responsibilities that are within the scope of employment, as assigned by her/his supervisor

Ability to:

· Display a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors.
· Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
· Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.