

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Maintenance Lead

Purpose of the Job

Serve as the district's first-line supervisor of daily maintenance activities.

Essential Job Functions

1. Prioritize, review, and schedule the work of maintenance crew to repair and maintain buildings.
2. Directly supervise the daily activities of maintenance personnel including review of leave requests, training of permanent and temporary workers, and recommend purchase of materials, supplies, and equipment.
3. Perform maintenance work as necessary, which may include heavy lifting (up to 100 lbs).
4. Meet with the district site staff to review maintenance requests, inspect the work areas, provide cost estimates, and follow-up to assure successful completion of project.
5. Inspect all district buildings and equipment for compliance with all applicable fire, safety, and building code regulations (may include crawling, kneeling, climbing ladders).
6. Develop and maintain a prioritized listing of building projects to be accomplished by the Maintenance Department personnel and/or contractors.
7. Assist the preparation and implementation of Maintenance Department policies, procedures, budgets, and long-range planning.
8. Verify the correct and timely ordering of materials, supplies, and equipment for maintenance projects.
9. Maintain and update the Material Safety Data Sheets of maintenance materials.
10. Use computer programs (maintenance management, word processing, spreadsheet, etc.) with monochrome or color video display terminals and ordinary alpha/numeric personal computer keyboards in the course of daily operations.
11. Perform other duties as assigned.

Qualifications:

Education & Experience:

1. Experience in repair and maintenance of large buildings, equipment, and furnishings, preferably in an educational environment.
2. Direct experience in general building trades.
3. Knowledge of safe practices, procedures, and requirements relating to building trades.
4. Knowledge and experience in scheduled preventive maintenance programs.
5. Ability to work constructively within a diverse environment which includes district maintenance staff, administrators, teachers, and students.
6. Knowledge of appropriate building codes.
7. Knowledge of computer applications related to maintenance scheduling, preventive maintenance, project scheduling, and/or DDC controls is preferred.

Knowledge Skills & Abilities:

8. Demonstrated ability to plan, coordinate, and supervise the work of building trades employees, including hiring, training, disciplining, and evaluating journey-level staff.
9. Good communication skills, both verbal and written.

Licenses, Certificates & Special Requirements:

10. Valid Washington State driver's license.
11. General good health.

Reporting Relationship:

Directly supervised by the Director of Maintenance & Operations

Conditions of work:

Union Affiliation:

SEIU

FLSA Status:

non-exempt

Wage Range:

SEIU

Job #

SEIU-117

Job History:

Created: 10-21-94

Immediate Supervisor

Date

Director of Human Resources

Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice