



Date Adopted: 4/6/10

Range:

Classified: CSEA

Job Description

LEAD MAINTENANCE – FLOORS, LOCKSMITH AND GLAZIER

BASIC FUNCTION

Under direction; plan, lead and organize the modification and maintenance of District buildings, floors, windows, and locks; lead and implement on-the-job training, work schedules, and programs; perform skilled glazier, locksmith and flooring work.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Plan, organize, and lay out assigned tasks.
- Receive and prioritize work orders.
- Estimate time, labor and material costs and establish completion timelines within budgetary guidelines.
- Assign tasks and dispatch personnel to appropriate locations to perform work.
- Implement on-the-job training; provide work direction and guidance to assigned personnel.
- Install, repair and maintain a variety of floors, windows, and locks.
- Instruct personnel in safe work habits and ensure compliance with safety rules and procedures.
- Evaluate and implement the renovation and modification of floors, locksmithing and glass installation projects.
- Analyze work to be completed and perform cost comparisons.
- Inspect, monitor and verify work performed by personnel and outside contractors to assure compliance and completion within appropriate standards and regulations.
- Maintain tools and equipment in safe, clean, and orderly condition.
- Order and maintain accurate inventory of supplies, equipment, tools, and materials.
- Communicate with District administrators, personnel and outside organizations to coordinate activities, exchange information and resolve issues or concerns.
- Drive to various District sites to conduct work.
- Assure compliance with environmental, health and safety codes and standards.
- Review, maintain and submit records regarding time and materials expended on projects.
- Conduct training for proper handling, storage, and disposal of generated hazardous waste; and maintain records mandated by State and local governments concerning such hazardous waste.
- May be required to work evenings and weekends in an emergency.
- Other related work as required.

QUALIFICATIONS***Knowledge of:***

1. Principles and practices of training and providing work direction to others.
2. Federal, State, County and local codes, laws and ordinances.
3. Occupational hazards and the various safety regulations, codes and precautions.
4. Design, construction, installation and maintenance of floors, windows, and locks.
5. Inventory methods and techniques.
6. Proper methods of storing equipment, materials and supplies.
7. Requirements of maintaining school buildings in a safe, clean and orderly condition.
8. Safe operation and standard practices, methods, materials, tools and equipment.
9. OSHA safety standards.

Ability to:

1. Independently oversee, plan and organize work and on-the-job training.
2. Make accurate estimates of time and materials needed for projects.
3. Plan, layout, coordinate, schedule and inspect the work of others.
4. Monitor the progress of work projects.
5. Select and safely use a variety of specialized tools, equipment, materials and technology used in modification, construction and maintenance of floors, windows, and locks.
6. Understand, apply and explain trade safety standards and procedures.
7. Maintain records and files, and be able to prepare complete and concise reports.
8. Communicate to resolve problems.
9. Operate a computer and related software.
10. Establish and maintain cooperative and effective working relationships.
11. Maintain current knowledge of technological advances in the field.
12. Work effectively as a team member.
13. Meet schedules and timelines.
14. Apply policies and procedures.
15. Understand and carry out oral and written directions.
16. Communicate both orally and in writing in a clear and concise manner.

EXPERIENCE

Four (4) years of journey-level experience performing skilled glazier, locksmith and flooring work is required.

EDUCATION

High School Diploma or equivalent is required.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

Successful completion of the District's basic skills test. Valid California Drivers' License and evidence of insurability.

WORKING CONDITIONS***Environment:***

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include indoor, outdoor and shop work environments.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

Lift, carry, and push and/or pull items up to a maximum of 60 pounds with a strength factor of heavy work.

Hear and speak to exchange information in person or on the telephone.

See to read a variety of materials and fine print.

Possess dexterity of hands and fingers to operate equipment.

Stand, walk and crawl.

Bend at waist, kneel or crouch.

Sit or stand for extended periods of time.

Reach horizontally, overhead and above shoulders.

Climb a step stool/ladder.

Drive a car, pickup truck, heavy equipment and/or other related vehicle.

Hazards:

Working with machines, tools, electrical equipment, and chemicals associated with a shop environment. Working in cramped or restrictive areas; working at heights, on ladders or scaffolding. Contact with abusive or dissatisfied individuals is possible.