

Central CUSD 301
Job Description

Job Title: Maintenance Lead

Reports To: Director of Facility Operations, Night Facility Operations Supervisor, Grounds Supervisor

Typical Work Hours: 6:00am- 2:30pm

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Prepared Date: Spring of 2015

Approved By: Superintendent

Function: The Maintenance Lead position was established for the purpose(s) of maintaining a safe facility for students, staff and the public. Will lead the maintenance department in day to day activities. Will assist the Director in coordinating projects by district maintenance staff throughout the year. Will assist the Director in coordinating projects by external contractors to complete their work in a timely manner and to district standards.

Qualifications:

- High School Diploma or equivalent
- Technical School preferred (desirable)
- Physically capable of performing heavier project work
- Ability to operate equipment, i.e. floor scrubbers, carpet extractors, etc.
- Ability to work in a very fast paced and stressful environment
- Ability to meet the physical demands of facility and equipment inspection in buildings, on roofs and in the field
- Ability to work on a computer and become familiar with District software available for your use
- Ability to manage all types of emergency operations in any type of weather or location within the District
- Ability to climb ladders and work from heights
- IDPH Water Operators Class 4 Certification (within 6 months of hire)
- Strong working knowledge of maintenance, custodial and grounds trades, and computer literate
- Good written and verbal communication
- Good physical condition with the ability to lift 60 lbs for a distance of 100 ft
- Must possess a valid State of Illinois Driver's License
- Must pass State required physical exam and background checks

Responsibilities:

- Same as maintenance worker
- Assist in training, counseling, and directing maintenance staff
- Lead maintenance staff directly
- Assist with disseminating Buildings and Grounds related information
- Cooperate with teachers, co-workers and administration
- Set a positive example by actively supporting management-implemented programs
- Is the go-to person regarding all District systems which include, but not limited to:
 - Boilers and other heating equipment
 - Motors, pumps and ventilation equipment
 - Air conditioning equipment

- Electrical distribution systems and equipment
- Plumbing systems and equipment
- Kitchen equipment
- Building automation system controls (electronic, electric, and pneumatic)
- Security system equipment
- Lighting systems (interior and exterior)
- Window systems including glazing and screens
- Carpentry and cabinet work
- Door systems and associated hardware
- Roof systems
- Playground equipment
- Furniture and other educational equipment
- Masonry construction
- Utilize/plan his/her and staff's time efficiently and effectively to help maintain/reduce cost
- Regularly inspect and monitor building and grounds for maintenance needs, including mechanical equipment, playgrounds, and life safety equipment and take corrective action
 - Document same, and assign and assist with project work with his/her maintenance staff or submit work orders for corrective actions
- Routinely inventory/restock maintenance supplies and submit requisition for same to Director of Facility Operations
- Perform proper care and cleaning of equipment and tools
- Follow District safety standards and guidelines when performing position responsibilities
- Operate computer software programs for systems such as the work orders, school calendar, and the district DDC controls, etc.
- Coordinate summer projects for maintenance crew
- Ability to respond for emergency repairs and snow removal tasks at any hour of the day or night as the need arises 24 hours a day
- Promote a positive, energized, safe, and fun work environment
- Ensure that quality standards and safe work practices are being maintained by documented inspections and monitoring of staff while at work
- Has daily communication with assigned staff, making sure that all events are communicated to assigned staff
- Help prepare project work assignments and training for staff during no student attendance/break periods
- Report all injuries and accidents immediately to the Director of Facility Operations. Complete the appropriate forms relating to the injury or accident
- Help coordinate building security, fire prevention/protection, life safety, and environmental protection programs to maintain the safety and security of the people and building site
- Operate, maintain, and train personnel on computer software programs for systems such as the work order system
- Coordinate with the Night Supervisor for all special events
- Participate in weekend/holiday on call roster as well as an emergency dispatch list
- Submit a monthly project report to the Director of Facility Operations
- Conduct weekly meetings with all maintenance staff
- Help with grounds including turf and landscaping
- Perform other duties as assigned