

TITLE: Maintenance Crew Leader- Mechanical/Electrical

Board Approved 12/16/04

REPORTS TO: Director, Maintenance and Operations and/or designated supervisor

JOB GOAL: Work with and lead a crew of various journey-level, skilled, and semi-skilled department staff; plan, assign, estimate, coordinate, and oversee the work of maintenance staff; plan and coordinate maintenance and capital outlay contracted projects; communicate with administrators, site and department staff, public agencies, vendors, and contractors.

QUALIFICATIONS

1. Any combination of education, training, or experience equivalent to completion of a recognized apprenticeship or other training program in the Heating, Ventilation, Air Conditioning, Refrigeration (HVACR) or electrical.
2. Six (6) years recent full time, paid experience as a journey level HVACR or electrical mechanic, including 1 year experience as a crew-leader or foreman.
3. Equivalent to the completion of the twelfth (12th) grade.
4. A work history demonstrating reliability, and good attendance.
5. Possession and maintenance of a valid and appropriate State of California driver license.

Knowledge of

1. State of the art methods, equipment, materials, tools, and practices used in HVACR or electrical, construction, and the maintenance trades.
2. Applicable codes and regulations.
3. Relationships between building trades.
4. Coordinating, scheduling, and sequencing multi-craft projects.
5. Safety rules, regulations, and practices related to HVACR, Electrical, construction, and maintenance.
6. Reading and writing English communication skills.
7. Computers and applicable software.
8. Correct English usage, spelling, grammar, punctuation, and math.

Ability to

1. Establish and maintain effective working relationships with others.
2. Direct the work of department staff and coordinate the work of contract personnel.
3. Prioritize and assign work to district staff.
4. Plan, schedule, coordinate, and oversee multi-craft projects.
5. Meet schedules and time lines.
6. Read blueprints, interpret specifications, and estimate labor and material costs.
7. Develop and maintain detailed records.
8. Prepare design sketches and layouts.
9. Inspect the work of department staff and contractors.
10. Perform journey level HVACR or Electrical work.
11. Make emergency, temporary, and permanent repairs on a variety of building systems.
12. Use a computer and applicable software.
13. Communicate effectively orally and in writing.
14. Train department staff in HVACR or Electrical, and related building trades.
15. Read, interpret, apply, and explain rules, regulations, policies, and procedures.

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16. Encourage and foster teamwork among maintenance staff.
17. Respond to after-hour emergency calls for maintenance services.

ESSENTIAL FUNCTIONS

1. Perform skilled HVACR and electrical work.
2. Schedule and conduct surveys of district facilities to determine need for maintenance, repair, or replacement.
3. Estimate useful life of existing building systems and prepare tentative replacement schedules and budgets.
4. Work with and lead journey-level, skilled, and semi-skilled maintenance staff of various crafts, in maintenance, repair, and construction projects.
5. Assign, direct, and oversee assigned projects.
6. Organize and establish priorities for emergency, urgent, and routine job order requests.
7. Plan, schedule, coordinate, and oversee multi-craft projects.
8. Coordinate, oversee, and inspect the work of contractors.
9. Assist in the preparation of bid specifications and plans.
10. Follow department procedures to procure materials, equipment and services under the direction of supervisor.
11. Provide input for preparation of the annual maintenance budget.
12. Maintain a variety of electronic and hardcopy records to account for labor, materials, tools, equipment, schedules, and project costs.
13. Train department staff in HVACR, or Electrical and related building trades.
14. Implement safety regulations and practices.
15. Conduct safety meetings as required.
16. Use a computer and applicable software.
17. Communicate with site administrators, maintenance and other district staff, parents, and the community using diplomacy and discretion to solve problems, and meet needs.
18. Communicate status of assigned projects to supervisor.
19. Communicate crew attendance to supervisor and support staff.
20. Use safety equipment and devices as appropriate for this position.
21. Perform other related duties as required.

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk for sustained periods of time.
5. Able to sit for sustained periods of time.
6. Able to sustain strenuous manual labor for four (4) to six (6) hours.
7. Able to work in a wide range of temperatures and weather conditions.
8. Able to work at various elevations on ladders, scaffolding, rigging, and roofs in a safe and effective manner.

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9. Able to operate a variety of powered industrial vehicles, equipment, and tools associated with the position.
10. Able to climb slopes, stairs, steps, ramps, and ladders regularly with speed and safety.
11. Able to lift or carry up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
12. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
13. Able to demonstrate manual dexterity necessary to operate tools and equipment in a safe and effective manner.
14. Able to operate a motor vehicle in a safe and effective manner.
15. Able to work with and around the materials, chemicals, and equipment common to the construction, building, and maintenance industry.

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The department Director or designee will provide the evaluation.

Approved by: Board of Education Date: December 16, 2004

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**