

**KEMPER COUNTY SCHOOLS  
JOB DESCRIPTION**

**LEAD MAINTENANCE WORKER**

**TITLE:**                    **Lead Maintenance Worker**

**QUALIFICATIONS:** High School Diploma or GED required;  
Certification/s in: Plumbing, Electrical systems, HVAC,  
Mechanical maintenance. Strong knowledge of tools and safety  
procedures

**REPORTS TO:**            Director of Operations/Superintendent

**JOB GOAL:**              Lead the maintenance team in daily operations

**Performance Responsibilities:**

1. Reports to work on time.
2. Perform and supervise maintenance, troubleshooting, and repair of:
  - Electrical Systems (wiring, panels, lighting, controls)
  - Plumbing systems (pipes, fixtures, drainage)
  - HVAC systems (heating, ventilation, air conditioning)
  - Mechanical systems
3. Lead, train, and support maintenance staff; assign daily task and monitor performance
4. Conduct routine inspections and preventative maintenance programs
5. Ensure compliance with safety regulations, codes, and company policies
6. Coordinate with external contractors and vendors when necessary
7. Maintain accurate records of maintenance work, repairs, and inventory
8. Respond to emergency maintenance issues as needed
9. Deals with emergency repair problems with efficiency.
10. Reports major repairs needed to the Director of Operations/Superintendent
11. Reports immediately to the Principal/Superintendent damage to school property.
12. Checks building on regular basis enforcing the prevention and maintenance plan.
13. Maintains ongoing duties of general maintenance and repairs.
14. Develop and monitors daily work schedule.
15. Monitors and ensures work orders submitted by Principals and Directors are promptly resolved.
16. Provides a cost estimate of needed repairs to appropriate building level personnel.
17. Sets up and checks facilities as needed.
18. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation.

\*Additional duties may be assigned by Administrator/Supervisor/Director.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

*NOTE: Meets the FLSA requirements for exempt employees.*