JOB DESCRIPTION
MAINTENANCE - LEAD
PLANT OPERATIONS

JOB DESCRIPTION CREATION / REVISION DATE: 4/07/17

POSITION TITLE: Lead – Maintenance Second Shift - Grade 10 / Classification 106

DEPARTMENT: Plant Operations

REPORTS TO: Coordinator of Maintenance Operations

SUPERVISES: N/A

POSITION GOAL(S):
Assists in the daily operations of the Maintenance Department, leads the second shift maintenance staff and painters. Provides the students, staff and community with a functional, safe and attractive environment in which to learn. Travel within the district and the surrounding communities is required.

JOB DUTIES / ACCOUNTABILITIES:

1. Perform skilled and semi-skilled mechanical maintenance work in the repair, installation and alteration of building systems and envelope.
2. Perform skilled electric motor and pump maintenance, repair and alterations.
3. Maintain low and high voltage up to and including 480V 3-phase electrical systems.
4. Fill in for day and night custodians as required.
5. Verify work order completion.
6. Justify labor hours.
7. Assure quality of work of second shift staff.
8. Maintains a status of “On Call” for building emergencies, break-ins, fire, and security alarms. When contacted, assesses and takes appropriate measures to deem the building secure and operational, notifying/updating appropriate staff of ongoing status of situation.
9. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:

1. General working knowledge of low and high voltage up to and including 480V 3-phase electrical systems testing, repair and maintenance.
2. General working knowledge of plumbing systems, repair, maintenance, and alteration.
3. General working knowledge of HVAC systems maintenance.
4. General working knowledge of carpentry repair and alteration.
5. Knowledge and ability of professional tradesmen.
6. Ability to use a computer for work record keeping and parts ordering.
7. Ability to safely and proficiently use tools and equipment common to electric motor, pump and seal maintenance trade.
8. Knowledge of basic mathematics, terminology, and craft skills, to include shop and system mathematical calculations common to the electric motor and pump maintenance and repair trade.
9. Knowledge of safety procedures and practices common to the building maintenance trade.
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10. Minimum of 5 years experience in building systems electric motors pumps and pump mechanical seals and envelope maintenance, repair, installation and alterations.

EDUCATION:
1. High School Diploma or equivalent.
2. Valid Illinois CDL (with airbrake endorsement) required.

PHYSICAL DEMANDS:
1. Work safely with and from ladders and heights up to 70 feet.
2. Work safely with chemicals in a shop environment.
3. Ability to lift up to 75 lbs. with proper technique.

TERMS OF EMPLOYMENT:
This is a 12-month ESSO position. Salary and benefits as established by the Board of Education. A passing score of 70 percent or higher is required on the mandatory practical application test. Flexible hours/OT may be necessary.

EVALUATION:
Performance of this position will be evaluated in accordance with provisions of the Board’s policy on evaluation of ESSO personnel.

Employee Signature: ____________________________ Date: ________________

Supervisor Signature: __________________________ Date: ________________