

## MAINTENANCE LEAD

### GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator or manager, performs a variety of duties and responsibilities related to the oversight and lead direction of the departmental workflow which may include, but is not limited to; planning for and maintaining parts and supplies; working with outside contractors on maintenance projects and designs; working with federal, state and local water regulatory agencies; scheduling associated projects; overseeing the maintenance work order system; providing lead direction on departmental projects and to departmental staff performing related duties and providing training, etc. High levels of independent judgment are required. Duties may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. May work autonomously in remote locations; performs moderate to complex inspections and diagnosis; maintains and repairs a variety of facilities and equipment.

**REPRESENTATIVE DUTIES:** The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk \*.

**BASIC FUNCTION:** The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Oversees the daily workflow of the Maintenance Department in coordination with supervisor, including but not limited to plans and schedules the day-to-day workflow activities of the department; processes, prioritizes, assigns, and reviews completed work orders; prepares cost estimates; orders needed supplies and recommends charge-backs when appropriate; communicates issues to supervisor that are causing or may cause poor performance; fills in for supervisor in his or her absence. \*
2. Plans and schedules maintenance and outside contractor projects in conjunction with supervisor; arranges for site access and coordinates utility outages and other logistical needs; may analyze actual costs compared to estimated costs. \*
3. Provides lead direction on department and other projects and to department staff performing related functions; collaborates with staff in performing cost estimates. \*
4. Provides direction, guidance, training, and assistance to department employees and the campus community regarding department operations, policies, procedures, and other department and/or District needs. \*
5. Performs highly skilled maintenance duties; quickly and effectively diagnoses, maintains, and makes repairs in a variety of the building (carpentry, painting, etc.) and mechanical (HVAC, electrical, plumbing, etc.) trades; performs emergency repair work as needed. \*
6. Employs correct handling, storage, and disposal techniques for hazardous materials related to all buildings and related equipment; implements safety precautions associated with the use of hazardous materials; assists supervisor in coordinating proper staff training in the utilization of proper protective gear and equipment as needed and required. \*

7. Performs preventive maintenance of equipment and buildings; cleans and maintains equipment in proper working order. \*
8. Monitors, assesses, performs tests and inspections; prepares, and submits reports related to underground wells, domestic water, and wastewater regulatory as needed. \*
9. Operates the computerized maintenance management system (CMMS); maintains system integrity; liaises with the software provider; analyzes data and produces reports; expands software utilization; coordinates and provides CMMS training for department employees as needed and required. \*
10. Operates the Building Automation System; maintains, schedules, and monitors the system; analyzes District usage and prepares required reports; coordinates and provides system training for maintenance employees as needed and required. \*
11. Operates a variety of office equipment to include, but not limited to, multi-line phones, work order systems, radio systems, computers, etc.\*
12. Reads, interprets, and works from plans, sketches and/or blueprints; reviews, comments, and provides input on plans, sketches and/or blueprints; check for conformity with codes regulations and safety orders. \*
13. Prepares estimates of time and materials required for construction and remodeling projects. \*
14. Operates various types of service equipment including but not limited to forklifts, booms, scissor lifts, aerial lifts, and other types of construction equipment. \*
15. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. \*
16. Assists in installing, maintaining, and inspecting electrical systems; installs and maintains domestic water piping, making associated repairs and replacing valves and fittings; maintains sewage treatment plant; inspects, services, and repairs HVAC systems and refrigeration equipment; performs concrete work to include setting forms and concrete finishing; inspects, maintains, repairs roofs and roof systems on District buildings. Drives a vehicle to satellite campus' to perform repairs. \*
17. Operates a computer to perform basic data entry, access email and District announcements, etc. \*
18. May compose correspondence, update forms, gather and compile information for reports, prepare requisitions, etc.; trains and/or assists staff with computer functions as required and needed.
19. May serve on a variety of District committees as requested.
20. Performs other duties that support the overall objective of the position.

## MINIMUM QUALIFICATIONS

### EDUCATION/EXPERIENCE:

- Associate degree\*; **AND**
- Four (4) years of experience directly related to the duties and responsibilities of this class which includes one (1) year of experience performing duties in building or mechanical trades and three (3) years of experience preparing cost estimations.
- Or, any combination of education and experience which would provide the required qualifications for the position.

\*Associate degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

**CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:**

- Required to hold and maintain a valid driver license during employment with the District.
- May be required to travel for various off-site meetings, trainings, conferences, and or events in support of the overall objective of the position.
- Possession of or the ability to obtain within the first 6-months of employment (during probationary period):
  - A valid Forklift Operators Certificate\*\*
  - A valid Aerial Lift Operators Certificate\*\*
  - A valid Scissor Lift Operators License or Certificate\*\*

\*\*District will provide training for certifications if required to perform the essential responsibilities of the position.

**DESIRED QUALIFICATIONS:**

- Associate Degree in Construction, Building Technology, or a closely related field.
- Five (5) years directly related journey-level work experience.
- Completion of a formal trade apprenticeship program in the area of building or mechanical trades.
- Experience operating a computerized maintenance management system and a building automation system.
- Experience in public education environment.
- Valid Grade II Wastewater Operator Certificate.
- Valid Grade I Water System Operator Certificate.
- Valid DI Water Distribution Operator Certificate.
- Certified Backflow Assembly Inspector, CA-NV AWWA or ABPA.
- (Depending upon District need, employee may be compensated additional 5% for valid certificate, if utilized by the District. Duties may include but are not limited to maintaining certificate associated area, ensuring required levels are maintained, collecting data, preparing, authoring, and submitting reports to required regulatory agencies.)

**KNOWLEDGE, SKILLS, AND ABILITIES: *(May be acquired through education, training and/or experience.)*****Knowledge of:**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Mobile devices and applications utilized by the District and/or college.
- Hazardous materials and the proper protective equipment and gear required.
- Proper safety practices utilized in performing functions in the building and mechanical trades.
- The materials, tools, equipment, and practices used in the building and mechanical trades and in the maintenance of equipment, tools, and machinery.
- Applicable safety methods associated with departmental equipment and activities.
- Preparing cost estimates.
- The operation of a CMMS.

- The operation of a building automation system.
- Effective principles and practices of training and providing work direction.
- Work order systems and recordkeeping.
- Radio systems.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Modern office practices and procedures including technical report writing techniques.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

**Ability to:**

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures.
- Integrate local, state, and federal laws and regulations.
- Ensure compliance with all laws, regulations, and policies through effective office supervision and leadership.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures.
- Effectively train and provide work direction to others using tact, patience, and courtesy.
- Analyze situations accurately.
- Learn quickly.
- Accurately prepare cost estimates.
- Make mathematical calculations quickly and accurately.
- Use, operate, maintain, and repair maintenance tools, heavy equipment, and equipment properly.
- Perform heavy labor.
- Read, interpret, and work from plans, sketches, and blueprints.
- Follow safety rules and regulations.
- Interpret an extensive variety of technical instructions and deal with several abstract and concrete variables requiring technical knowledge and skill.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Operate computers and related equipment, including modern office equipment.
- Prepare correspondence and other documents utilizing word, excel and other software applications.
- Read and write at the level necessary for successful job performance.
- Coordinate and evaluate staffing needs.
- Work with diverse populations.
- Maintain records accurately.

- Plan, organize, and prioritize workload to meet timelines.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

**RELATIONSHIPS WITH OTHERS:**

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

**SUPERVISION EXERCISED and/or RECEIVED:**

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

**PHYSICAL AND MENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college

faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

**WORK ENVIRONMENT AND CONDITIONS:**

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

**Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY**

**EMPLOYER:** To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

**BGCCD is** committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.