

LEAD MAINTENANCE MECHANIC

DEFINITION

To provide lead supervision to Maintenance Mechanics, Equipment Maintenance Workers and Building Maintenance Workers; and to perform skilled maintenance and repair work in electrical, plumbing, and mechanical maintenance of District buildings and facilities.

SUPERVISION RECEIVED AND EXERCISED

Received direction from the Buildings and Grounds Manager or Operations Supervisor.

Exercises lead supervision over assigned maintenance personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Plan, organize, assign, coordinate, lead and review work of assigned maintenance personnel.

Evaluate maintenance and repair needs; respond to emergencies; determine the need for outside contractors and coordinate work schedules with contractors.

Perform skilled electrical, plumbing and mechanical maintenance on District buildings and facilities.

Troubleshoot HVAC control systems; recommend replacement or modifications on HVAC equipment.

Maintain and repair cooling towers, air handling equipment, pneumatic control systems, electronic control systems, electro-mechanical control systems, hydronic pump systems and gas heating systems.

Maintain and repair low pressure steam boilers and respective plumbing and pumps.

Inspect and repair plumbing including valves, fixtures and drains; maintain irrigation controls, valves and sprinklers.

Troubleshoot fire alarm systems and master clock system; inspect and maintain emergency lighting system.

Replace and adjust thermostats; change filters.

Locate and order parts and materials as needed for repair.

Weld and fabricate steel and aluminum devices.

Troubleshoot and repair refrigeration; run, purge and inspect refrigeration chillers.

Perform related duties as assigned.

(Over)

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MINIMUM QUALIFICATIONS

Knowledge of:

District policies, procedures and practices in building maintenance.

Electrical and plumbing maintenance repair techniques and related state and city codes.

Materials, tools and equipment used in general building maintenance.

Air conditioning systems, thermostats, boiler and related equipment.

Use and maintenance of a variety of power and hand tools.

Principles and practices of supervision and training.

Skill to:

Plan, assign, coordinate and review work.

Perform skilled electrical and plumbing work.

Read and interpret blueprints and schematics.

Perform mechanical maintenance and repair on motors and pumps.

Maintain and repair heating and cooling systems.

Supervise and train subordinates.

Troubleshoot and evaluate electrical, plumbing, and mechanical repair work; take appropriate action.

Use a variety of power and hand tools.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Four years of experience performing skilled building maintenance work involving any combination of plumbing, HVAC, electrical or mechanical maintenance work, including at least one year of lead supervisory experience.

Training:

Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance, supplemented by courses in supervision, management skills, and work related subjects.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.