

MAINTENANCE MECHANIC, LEAD

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Service/Maintenance	PEU Local 1	69	07/01/2017	Classified	1 of 3

DEFINITION

To perform skilled and lead maintenance and repair work of heating, ventilation, air conditioning (HVAC), electrical, plumbing and mechanical systems of buildings and facilities.

DISTINGUISHING CHARACTERISTICS

Maintenance Mechanic – Positions in this classification are task focused and require general understanding of a wide variety of heating, ventilation, air conditioning (HVAC), plumbing, electrical and motorized equipment.

Maintenance Mechanic, Lead - Positions in this classification act as a lead and provide direction to other assigned staff in general maintenance. Has skilled knowledge of a wide variety of heating, ventilation, air conditioning (HVAC), plumbing, electrical and motorized equipment and provides guidance and instruction on techniques, methods and procedures for accomplishing assigned tasks and solving problems.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

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

- Performs skilled electrical, plumbing and mechanical maintenance on buildings and facilities.
- Organizes, assigns, coordinates, schedules and reviews work of assigned maintenance personnel.
- Evaluates maintenance and repairs needs; responds to emergencies; determines the need for outside contractors and coordinates work schedules with contractors.
- Troubleshoots HVAC control systems; recommends replacement or modifications on HVAC equipment.
- Maintains and repairs cooling towers, air handling equipment, pneumatic control systems, electronic control systems, electro-mechanical control systems, hydronic pump systems and gas heating systems.
- Maintains and repairs low pressure steam boilers and respective plumbing and pumps.
- Inspects and repair plumbing including valves, fixtures and drains; maintains irrigation controls, valves and sprinklers.
- Oversees preventive maintenance schedule, work order system, pool maintenance and exterior lighting and scheduling.
- Troubleshoots fire alarm systems and master clock system; inspects and maintains emergency lighting system.
- Replaces and adjusts thermostats; changes filters and belts.
- Locates and orders parts and materials as needed for repair.

MAINTENANCE MECHANIC, LEAD

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Service/Maintenance	PEU Local 1	69	07/01/2017	Classified	2 of 3

- Welds and fabricates steel and aluminum devices.
- Troubleshoots and repairs refrigeration equipment; runs, purges and inspects refrigeration chillers.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- District policies, procedures and practices in building maintenance and purchasing.
- Electrical and plumbing maintenance repair techniques and related state and city codes.
- Operation of Direct Digital Control systems (DDC), (e.g. Andover).
- Materials, tools and equipment used in general building maintenance.
- Advanced knowledge of automation controls, fire systems, air conditioning systems, refrigeration, ventilation, plumbing, thermostats, boiler, phone infrastructure, data infrastructure and related equipment.
- Use and maintenance of a variety of power and hand tools.
- Safe work practices.
- Principles and practices of supervision and training.
- Modern software applications (Microsoft Office Suite, etc.).

Skill/Ability to:

- Learn new areas of specialty in mechanical maintenance as necessary to bridge gaps in previous experience.
- Use and maintain a variety of hand tools.
- Perform skilled electrical, mechanical 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.
- Train and coordinate the work of other maintenance staff.
- Perform welding work, as needed.
- Review and provide input on capital construction projects.
- Perform lead responsibilities in the absence of direct supervision.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Perform heavy physical labor, including lifting and moving items weighing up to 50 pounds.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.



MAINTENANCE MECHANIC, LEAD

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Service/Maintenance	PEU Local 1	69	07/01/2017	Classified	3 of 3

EXPERIENCE AND TRAINING

- Five (5) 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.

EDUCATION / LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent.
- Possession of, or ability to obtain, an appropriate, valid California driver’s license.
- Possession of, or ability to obtain, an appropriate, valid refrigerant handling certificate.
- Possession of, or ability to obtain, an appropriate, valid HVAC, Electrician or Plumbing journeymen’s card (or equivalent experience).
- Certified pool operator or data cabling and fiber optic installation certification may be required depending upon position work assignment.

Adopted: 07/01/17

Revised: 12/14/23