

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

FACILITIES MAINTENANCE CREW CHIEF

DEFINITION

To evaluate work orders; to schedule, assign, and evaluate trailer maintenance crew activities for each site; and to perform the more difficult and skilled maintenance duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance Supervisor. Provides functional and technical supervision to lower level maintenance staff.

EXAMPLES OF DUTIES - Duties may includes, but are not limited to, the following:

Schedules, assigns, and participates in the general repair of the District's buildings and facilities including patching, painting, plumbing, installing, and repairing electrical systems and related building maintenance activities. Performs pre and post maintenance surveys of each work site. Inspects all work and progress to ensure that proper maintenance methods are being followed and standards being met. Maintains materials in stock necessary for the operation of the Maintenance Trailer. Recommends purchase of proper equipment and materials outside of routine operations. Keeps all tools and equipment in operating condition and repair. Trains, assigns, and reviews work of Maintenance Trailer personnel. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of common methods, materials, and equipment used in the carpentry, plumbing, electrical and other mechanical trades. Ability to train, plan, and evaluate the work of others. Ability to diagnose and repair emergency problems which may arise. Ability to maintain simple records. Ability to understand and carry out oral and written directions. Ability to work effectively in the absence of supervision. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Facilities Maintenance Crew Chief (Continued)

Experience and Training Guidelines (Continued)

way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible building maintenance experience.

Training:

Formal or informal training which provides the ability to read and write at a level necessary for job performance supplemented by specialized training in the building maintenance trades.

License or Certificate

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

Reviewed and Agreed to by:

Incumbent: _____ Date: