

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: General Maintenance Mechanic Crew Leader
Supervisor's Title: Foreman, General Maintenance
Date Prepared: 2/99 **Date Reviewed:** _____ **Date Reviewed:** _____
Employee/Incumbent Review _____ **Immediate Supervisor Review** _____
Dpt Apprvl _____ **GCEA Review** _____ **HR Apprvl** _____ **Supt. Apprvl** _____
Job Location: Maintenance Services **Lane** _____
Implementation Date: _____ **ADA Review** _____

JOB SUMMARY

With appropriate in-service training, performs maintenance and minor repairs in the district facilities in such areas as carpentry, electrical, plumbing, painting, electronics, grounds, etc. Responsible for attending to and assisting with various emergencies. May be asked to assist trades in various tasks. Responsible for inventory of certain tools and supplies.

ESSENTIAL FUNCTIONS

Performs a leadership and coordinating role in the following primary examples::

- Carpentry - must perform minor repairs of furniture, cabinets, doors and hardware. Installs equipment and materials such as pencil sharpeners, toilet paper dispensers, hand dryers, white (marker) boards, etc.
- Electrical - installs different types of lamps, replaces switches and receptacles on circuits rated under 300 volts. Replaces fluorescent ballasts. Identifies voltage levels and performs some trouble shooting of high and low voltage circuits (within limitation imposed by training). Performs preventive maintenance of fire protection systems, repairs and installs motors of all sizes.
- Plumbing - maintains mechanical systems by lubricating motors and pumps, changing bearings, shafts, squirrel cages, fan belts, cleaning coils, and changing filters. Testing and adding cooling tower and boiler treatment with the understanding of normal boiler operations (including standby fuel operations and procedures). Trouble shoots and identifies boiler problems and performs minor repairs. Cleans boilers for interior and exterior inspections. Responsible for start-ups, shut downs and maintaining roof top heating and cooling units. Preventive maintenance on drinking fountains by cleaning coils, motors, and refrigerated compressors.
- Electronics - maintains scoreboards (principally light replacement), may replace intercom speakers.

- Painting - makes some minor glass repairs, performs minor painting, small ceiling repairs, patches sheet rock holes, touches up walls and other surfaces, makes minor repairs to tile floors. Repair or replaces all types of window coverings.
- Grounds - maintains all types of gates, makes minor repairs to sprinkling system.
- May be asked to assist all other crafts trades such as, laying sod, snow and graffiti removal.
- Participates in education & compliance requirements of apprentices in techniques, equipment, safety, policies and procedures, as necessary.
- May be assigned to participate in organizations, committees and sub-committees as needed.

NON-ESSENTIAL FUNCTIONS

Occasional duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Must have basic knowledge of carpentry, electrical, electronics, plumbing, painting and grounds. Must be able to use hand tools, power tools, different types of meters, ladders, man lift, scaffolding, power washer, warehouse catalogs and be able to order needed supplies. Must be able to work well with others. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must have basic mathematical skills. Must be skilled in oral and written communications and interpersonal relations. Must be able to plan work and organize apprentices and temporary workers, materials and equipment for specific projects.

REQUIRED EDUCATION AND TRAINING

Must have a high school diploma or equivalent. Must have successfully completed one year (full time equivalent) of formal education or show competency under requirements and options outlined in the district apprentice program. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah driver's license.

REQUIRED PRIOR WORK EXPERIENCE

Must meet minimum requirements of General Maintenance Mechanic. In addition, must complete six months as a qualified General Maintenance Mechanic with demonstrated competence.

Note: The District administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work

experience, some exchanges can be made between training and experience.

DECISION MAKING

Must be able to effectively troubleshoot and diagnose mechanical system failures. May consult with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assures that each assignment has sufficient tools, materials and supplies. Assists with inventory ordering and issuing. Within skill level and supervisory authorizations, determines repairs and replacements of equipment as needed. Assists in hiring, promotion, retention and performance review decisions upon request from the Foreman. Prioritizes work for specific jobs assigned.

SUPERVISION

The Crew Leader has the responsibility for up to 12 people under his/her supervision which may include temporary workers (normally 4 contract positions). Must be able to make on-site decisions to insure that all tasks are completed properly within time limits and also within their skill. Requires ability to motivate apprentices and temporary workers, also, plan and initiate activities with minimum supervision. Responsible for planning work as assigned, assuring a high quality of the finished product. Makes specific work assignments and monitors performance of assigned employees. Assist in evaluating performance of apprentices. The work supervised can be complex. Coordinates with contract service vendors and material vendors on projects.

WORKING CONDITIONS

Some district emergencies may require additional irregular hours. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, and cold. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration.

PHYSICAL DEMANDS

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.