

**GRANITE SCHOOL DISTRICT  
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

**Job Title:** Lead, General Maintenance  
**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**

The General Maintenance Lead Person must be able to supervise and give direction to the employee's assigned, and participate in the work performed.

**ESSENTIAL FUNCTIONS**

- Supervises and organizes groups of employees for larger projects such as re-lamping, laying sod, marker boards, cleaning entire mechanical systems, (tunnels included), etc.
- Inspection of all areas of facilities.
- This person may be asked to assist along with all other craft departments.
- Must be willing to learn and comprehend all phases of construction and maintenance.
- Will be required to attend training seminars.
- Must be willing to work and learn from journeyman craftsmen from within the Maintenance Department.
- Must be able to understand different types of meters.
- Participates in training on safety equipment and hazardous chemicals.
- Assists in maintaining appropriate quantities of parts and equipment to minimize project delays.
- Maintains work orders, invoices, inventories, etc. as directed by the Foreman and Assistant Foreman.
- Assures that journeymen are following through on area cleanliness and safety.

- Directs and trains journeymen and apprentices as directed by Foreman.
- As directed by the Foreman and Assistant Foreman, supervises and inspects work being performed by General Maintenance department employees and contract service providers, assuring that work is done properly and within a reasonable time frame. Ensures safe working conditions and procedures.
- Coordinates with other trades to complete projects.

### **NON-ESSENTIAL FUNCTIONS**

Occasional other duties as assigned within skill level.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITY:**

- Plumbing - must have the ability to inspect all mechanical systems, such as boilers, fan rooms, coils, air compressors, pumps, expansion tanks, air dryers, belts, filters, etc.
- Carpentry - must have the ability to learn and recognize different types of hardware, such as panic, window, furniture, cabinet, etc.
- Electrical - must have the ability to recognize different types of lamps, ballasts, motors, switches, etc.
- Painting - must have the knowledge of different types of glass throughout the District, along with ceiling tile, floor tile, and setting up scaffolding.

The job requires use of hand tools, power tools, ladders, scaffolding, cleaning chemicals, man lift, power washers, office supplies, warehouse books, order materials, (electrical, plumbing and paint supplies, and wood). Requires basic computer skills. Must be very familiar with the District Classified Negotiated agreements and Board policies that govern classified employment. Must be familiar with District procurement policies. Should have a working knowledge of district time and attendance procedures. Must be able to plan work and organize journeymen, materials and equipment for specific projects.

### **REQUIRED EDUCATION AND TRAINING:**

Must have a high school diploma or equivalent. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah driver's license. Must have successfully met all the formal training requirements of a Crew Leader with one additional semester of formal specified training to be completed within one year of employment.

### **REQUIRED PRIOR WORK EXPERIENCE**

Must meet the minimum requirements for a General Maintenance Mechanic and serve one full year in that role or job related work with demonstrated competency.

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 initiate as well as assess those activities related to his/her area of responsibility, handle emergencies, solve problems and make decisions. 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 specific authorizations, determines repairs and replacements as needed. Assists in hiring, promotion, retention and performance review decisions upon request from the Foreman. Prioritizes work for specific jobs assigned

### **SUPERVISION**

All types of maintenance projects. Has authority to make on-site decisions where changes are needed on projects within Foreman's guidelines. Incumbent will generally supervise a staff not to exceed 15 full time employees. On occasion this staffing will increase to accommodate temporary employees. On special projects, may supervise multiple trades. Incumbent will be responsible to monitor the progress of apprentices that are assigned to ensure that District apprenticeship and training standards are maintained. Incumbent must be able to motivate and encourage subordinates to promote a positive and productive work environment. Makes specific work assignments and monitors performance of assigned employees. Coordinates with contract service vendors and material vendors on projects.

### **WORKING CONDITIONS**

Works in a fast paced environment. Must be detail oriented and able to work under pressure and meet deadlines. Requires careful planning with school officials to cause minimal disruption to school programs. Some district emergencies may require irregular hours. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, and cold. Occasional stress from emergencies and in meeting project deadlines.

### **PHYSICAL DEMANDS**

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