

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MAINTENANCE AND OPERATIONS LEAD

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of the Director of Maintenance and Operations, train, provide work direction, assign and review the work of Maintenance and Operations Workers, Maintenance Locksmiths, and Maintenance Technicians; perform a variety of journey-level design, construction, maintenance and repair in one or more of the building or construction maintenance trades as needed to maintain and repair District facilities; perform semi-skilled to skilled maintenance duties in trade areas outside of area of specialty; assist in the purchase of supplies and equipment and maintain records related to work performed.

REPRESENTATIVE DUTIES:

Train, provide work direction, prioritize and assign the daily work activities of Maintenance and Operations Workers; ensure work is performed in a safe, professional and timely manner; ensure workers have proper safety gear and equipment for assigned jobs; provide input for performance evaluations. *E*

Coordinate and assist in the planning, organizing, scheduling and direction of the maintenance, ground maintenance, custodial and warehouse staff. *E*

Assist in solving the staffing and technical issues to determine appropriate staffing, equipment and material requirements. *E*

Assist in evaluating work projects to determine project needs and requirements, including seeking outside contractor services and developing specifications. *E*

Assist in the training of staff for work procedures, to meet operational needs. *E*

Attend various meetings and communicate with administrators, skilled maintenance personnel, contractors and others concerning construction, maintenance and repair issues. *E*

Perform journey-level design, construction, maintenance and repair in one or more of the building or construction maintenance trades including plumbing, electrical, carpentry, locksmithing, painting, and concrete; perform semi-skilled to skilled maintenance duties in trade areas outside of area of specialty. *E*

Design and install, maintain, repair and perform preventive maintenance of plumbing fixtures including water lines and waste disposal systems. Duties may include cutting, threading and replacing water pipes; installing and maintaining toilets, sinks, faucets,

drinking fountains, water heaters and new water lines; replacing defective parts in plumbing fixtures and systems. *E*

Address maintenance and repair related campus safety issues and ensure timely resolution. *E*

Perform emergency repairs and adjustments as required to campus equipment, including plumbing equipment, repairing broken pipes, cleaning plugged drains, replacing washers, faucets and valves, cleaning grease traps and flushing or unplugging sewer lines. *E*

Design and install, maintain and repair building structures and fixtures such as ceiling and floor tile, partitions, doors, cabinets, windows, electrical switches and fixtures and heating and air conditioning equipment; patch holes in damaged dry wall and plaster. *E*

Design, and perform maintenance and repair of District heating and air conditioning equipment which may include maintaining and repairing boilers, hot water and gas heaters, circulation pumps, air compressors, exhaust and circulating fans, cooling towers, refrigeration and air conditioning equipment including industrial chiller units; understand, troubleshoot, and adjust the energy management system to provide optimum performance and efficiency of the College's HVAC system. *E*

Design, and perform installation, troubleshooting and repair of electrical fixtures, equipment, systems and other installations. Duties may include installing new wiring, plugs, lights and circuit breakers; lubricating, adjusting and repairing electrical equipment; and assuring compliance with applicable building codes and safety regulations. *E*

Perform various carpentry work which may include refinishing furniture, cabinets and other wood items; installing wall paneling and wall partitions; installing cabinets and shelves; constructing walls and hanging doors and paneling; installing and repairing roofing. *E*

Prepare surfaces for painting. Duties may include mixing and applying paint to match or cover walls, ceilings, fences and other surfaces; performing touch-up painting; painting interior and exterior surfaces; erecting, rigging and moving scaffolding and platforms; painting parking lot spaces, directional arrows, handicapped areas and curbs. *E*

Install, dismantle, rebuild and repair various types of locks to maintain the District's multi-level master keying system; re-key and re-pin locks; repair door locking mechanisms and school lockers; cut new and replacement keys; maintain detailed records, including key systems, pin charts, hardware inventory and key control records. *E*

Determine supplies needed for various projects; purchase and pick up as needed. *E*

Operate a variety of equipment, machinery and hand, power and pneumatic tools required to perform duties which may include trucks, and other vehicles, forklifts, rotor drain cleaner, press, gauges, meters, saws, pipe cutter and threader, trencher, and soldering and welding equipment. *E*

Operate a personal computer to prepare and maintain a variety of records and reports; possess the ability to utilize the internet to research repair parts and vendors. *E*

Assist the Director in the development of the annual budgetary requirements for the Maintenance group; identify and notify the Director of equipment deficiencies that require additional, unbudgeted funding during the fiscal year; maintain accountability to the Director with how funds are expended by the Maintenance group; meet with vendors to obtain pricing and availability of new equipment and supplies. *E*

Act as the point of notification for customer requests and after hour emergencies in the event of the Director's absence; provide direction to staff and students, and information to Campus Police, in the event of activation of the College's emergency action or disaster plan; act as team leader for specified assignments under the College's Emergency Action and Disaster Plans. *E*

Prepare and maintain work orders and records related to work performed. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Standard tools, equipment, materials, methods and techniques used in a wide variety of the building and construction maintenance trades.
- Safe operation and proper maintenance of tools, equipment and machinery used in the building and construction maintenance trades.
- Design, construction and installation requirements of maintaining buildings, and facilities in good repair.
- ADA requirements related to building and construction maintenance.
- Applicable building codes, ordinances, fire regulations and safety precautions.
- Principles of training and providing work direction.
- Proper methods of storing equipment, materials and supplies.
- Health and safety practices, regulations and procedures.
- Basic math.
- Record-keeping techniques.
- Operation of a personal computer.

ABILITY TO:

- Perform a variety of journey-level maintenance and repair of District facilities and equipment. Design and installation of major maintenance systems, including but not limited to electrical, plumbing, and remodel of facilities.
- Train and provide work direction to Maintenance and Operations Workers.
- Assign and review the work of others.
- Perform a variety of semi-skilled to skilled maintenance and repair independently or as a member of a crew.

Operate a variety of maintenance equipment including a truck, pipe cutter and threader, welding equipment, gauges and meters, rotor drain cleaner, trencher and a variety of hand and power tools.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work cooperatively with others including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

Perform heavy physical labor.

Understand and follow oral and written directions.

Observe legal and defensive driving practices.

Operate a personal computer to enter data, maintain records and generate reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and ten or more years journey-level experience in one or more of the vehicle maintenance, building or construction trades and five years of supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Environmental Protection Agency (EPA) Certificate (40 cfr Part 82).

Lift Truck (Forklift) Operator's Certificate

Boom Truck Operator's Certificate

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoor, Outdoor and Shop Environment:

Position requires heavy lifting (over 50 pounds), standing and walking for extended periods of time, bending at the waist, climbing, crawling, kneeling, reaching, pulling, pushing, carrying, climbing ladders and working at heights or in cramped or restrictive work chambers, dexterity of hands and fingers to operate equipment, hand and power tools, seeing to observe needed repair and driving from site to site to conduct work.

While performing the duties of this job, the employee is regularly exposed to an outdoor and shop environment subject to adverse weather conditions and noise from equipment operation. The employee is frequently exposed to moving mechanical parts, high voltage, chemicals, fumes, dirt, dust and plumbing and sewer hazards.