

Foresthill Union School District

JOB DESCRIPTION Maintenance & Operations Lead (M & O Lead)

Purpose:

Under the supervision of the Superintendent or designee, have charge of Custodial/Maintenance I and II workers and maintain district facilities in clean, sanitary and safe conditions.

Essential Job Functions and Responsibilities:

- Design, plan, organize and supervise daily tasks of custodial maintenance workers
- Arrange substitute custodians when regular personnel are absent
- Ensure facilities are set up for night and special use programs
- Informs Superintendent of any work related problems
- Train and oversee subordinates in the performance of their duties
- Order, inventory and dispense custodial and maintenance supplies
- Inspects school facilities for maintenance, health and safety conditions
- Perform other related duties as assigned by the Superintendent or designee
- M & O Lead may be called in during off hours and weekends for the purpose of emergency snow and ice removal. When emergency snow and ice removal is deemed necessary by the Maintenance & Operations Lead, it will be mandatory that the employee report to the job site as directed

As assigned by the Superintendent or designee, ability to perform all duties carried out by Custodial/Maintenance I and II workers, or other related duties.

Employment Eligibility:

Successful candidates must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High school diploma or equivalent
- Trade school, apprenticeship or other related certifications preferred

Experience:

- Experience in a school district setting
- Experience in construction practices
- Record keeping and report writing

- Knowledge of California and Federal procedures for the handling, storage, labeling and proper use of hazardous substances and chemicals
- Computer experience for email and ticket system
- One year of CM II level experience, or equivalent (preferred)

Knowledge, Skills, and Abilities:

- Custodial, maintenance and groundskeeping practices
- Knowledge of materials, methods and equipment used in the maintenance and custodial fields
- Knowledge of the requirements for maintaining school buildings and offices in a safe, clean and orderly condition
- Knowledge of the operation and maintenance of systems, motors, pumps, and related mechanical equipment
- Plan work assignments and supervise others
- Train and instruct subordinates in the performance of their duties
- Accept special assignments and perform them efficiently and without close supervision or instruction
- Establish and maintain effective working relationships with students, staff, public and others contacted in the course of work
- Ability to complete responsibilities without close supervision
- Must be able to recognize and report situations that could pose a threat to the safety or well being of students, staff and visitors to the Superintendent or designee
- Knowledge of common safety practices used during routine maintenance and repair
- Must meet all provisions of the physical provisions listed under the Physical Requirements of this job description
- Within 30 days of employment, complete a physical exam, including ability to use approved respirators

Certificates & Licenses:

- Valid California driver's license issued by the State Department of Motor Vehicles.
- CPR/First Aid certification within 30 days of employment

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance
- Annual medical exam

Physical Requirements: (including but not limited to)

- Positions in this category require physical ability associated with prolonged periods of heavy physical labor
- Positions in this category perform heavy physical labor requiring the ability to lift, carry, push, pull and move heavy objects for a prolonged period of time
- Requires heavy physical effort, such as lifting over 50 pounds on a continuous basis
- Must be able to lift 50 pounds or carry any object up to 30 pounds
- Requires working in dirty and dusty conditions, and in confined spaces
- Must work with a variety of maintenance and grounds related chemicals and cleaning agents
- Must be able to climb and work from ladders, scaffolds and platforms up to a height of 30 feet
- On occasion, this position requires the use of an approved breathing respirator. This respirator must be able to be worn correctly and to the manufacturer's specifications.

The above lists of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

Evaluation:

- Probationary employees shall be evaluated at least once during their probationary period, and shall be advised in writing during their eleventh month of employment whether or not they will be recommended for continued service, pending a satisfactory evaluation (Article 3.1.3 of CSEA agreement)
- Observation, general supervision and formal evaluation by Superintendent or designee, annually

Work Environment: Work is performed in an office or school environment and involves contact with staff, students, and remote service providers.

FLSA Status: Non-exempt

Employee Group: Classified

Contract Days: 260 days

Salary Grade: Classified Salary Schedule, Range 19

Supervisor: Superintendent

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Board Approved: 08/08/2023