

**BAINBRIDGE ISLAND SCHOOL DISTRICT
JOB DESCRIPTION**

MAINTENANCE LEAD

JOB SUMMARY: Under the supervision of the Director of Facilities and Capital Projects, assess, plan, schedule, coordinate, monitor and inspect work performed by maintenance and grounds workers and perform facilities maintenance tasks as required. Within this general framework, specific assignments will vary.

ESSENTIAL JOB FUNCTIONS:

- Inspect school district facilities and grounds. Consult with building staff to determine work priorities and assignments.
- Develop, maintain and manage a weekly, monthly, and yearly preventative maintenance program for all district facilities.
- Schedule and assign workloads of maintenance and grounds staff to assure job orders are processed in professional and timely manner.
- Oversee staff assigned projects, review and evaluate work in progress.
- Serve as liaison between Maintenance and Capital Project Departments.
- Work collaboratively with Capital Projects staff to assure successful project outcomes.
- Provide facility assessment and reporting for short-term and long-term maintenance and Capital Improvement planning.
- Coordinate leave requests and staff compensatory time to ensure consistent and adequate department coverage to meet site expectations and emergencies.
- Monitor time sheets and submit to supervisor monthly.
- Analyze and assist in developing work methods, procedures and schedules.
- Provide advice, research and direction to staff on complex projects.
- Plan and order labor and material needs for designated maintenance and repair projects as necessary.
- Monitor inventory and supplies.
- Evaluate and make recommendations for outside contractors; assist in preparation of bid specifications and contractor selection. Work directly with outside contractors and/or Capital Projects staff to ensure work is completed according to specifications.
- Prepare cost estimate of materials and labor to assure budgetary capacity.
- Monitor and prepare maintenance and grounds budgets for monthly reporting.
- Coordinate schedules and arrange for compliance related inspections.
- Respond after normal working hours to emergency call out for fire alarms, life and safety issues, and the prevention of damage to school district property.
- Develop and maintain good working relationships with staff, students, parents and community groups.
- Ensure that work is accomplished in conformity with current safety standards, laws and regulations.
- Perform other job-related duties as assigned by the Facilities and Capital Projects Director.
- Maintain confidentiality and display ethical behavior.
- Exercise discretion, tact, diplomacy, flexibility and independent judgment.

ESSENTIAL JOB QUALIFICATIONS:

- Seven years' experience in multi-faceted facilities and grounds maintenance or equivalent of professional related experience in construction.
- Previous experience overseeing personnel highly desirable.
- High school graduate or equivalent.
- Possess a valid Washington State driver's license.

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Ability to understand contract documents, knowledge of regulatory laws, ordinances, codes and standards applicable to school maintenance/construction projects.
- Ability to work under stressful conditions.
- Experience in operating and maintaining water systems, on-site sewage disposal systems, fire protection systems, propane/electric boilers.
- Demonstrated successful performance in facilities and grounds maintenance services.
- Ability to read and analyze blueprints; familiarity with building and construction terms, codes and specifications.
- Demonstrated competence reading complex technical subject matter and instructional manuals.
- Knowledge of Phase II Storm Water compliance regulations and practices.
- Ability to budget, schedule and complete projects on time.
- Ability to communicate effectively with multiple constituencies in oral and written form.
- Ability to establish and maintain cooperative working relationships with co-workers, teachers, students, community, regulatory authorities, local agencies, architects, engineers and contractors.
- Demonstrated knowledge of math skills.
- Ability to adapt readily to a varied routine in a calm, positive, flexible manner.
- Knowledge of budget planning and monitoring.
- Ability to handle emergency facility situations.
- Proficient computer skills.

PHYSICAL DEMANDS:

- Persons performing service in this position will exert 10-50 pounds of force frequently to lift, carry, push, and pull or otherwise move objects.
- This type of work involves frequent standing, walking, stooping, bending, crouching, lifting, carrying and climbing and occasional sitting.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate construction equipment, and handle and work with various materials and objects are important aspects of this job.