



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Lead Maintenance Engineer</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Maintenance Department</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission	<b>June 29, 2016 July 15, 2016</b>	SALARY GRADE:	<b>Schedule: 57 Range: 61</b>

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, coordinate and oversee day-to-day operations involving the repair, construction and maintenance of District buildings, facilities, utilities and equipment; provide work direction and guidance to maintenance personnel involved in maintenance and repair of facilities, utilities and equipment on an assigned day or night shift; perform journey-level tasks in two (2) building trades and basic maintenance and repair work in other trades (carpentry, electrical, HVAC, , plumbing and painting/glazing).

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Train and provide work direction and guidance to assigned maintenance personnel on a designated shift involved in activities related to the maintenance and repair of assigned buildings, facilities, utilities and equipment
- Assist supervisor with scheduling, assigning and reviewing employee schedules; receive, prioritize and respond to preventive maintenance work orders in a timely and efficient manner
- Estimate labor, material and equipment needed for maintenance projects; monitor inventory levels of maintenance materials and equipment; order, receive and maintain inventory of materials and equipment
- Inspect and monitor facilities and equipment to ensure safe, secure and habitable conditions and legal compliance with safety and uniform building codes; identify and resolve safety hazards; respond to and resolve emergency situations as required
- Organize and lay out maintenance, repair, installation and construction tasks; interpret plans, diagrams, blue prints, sketches and specifications; estimate time, material and equipment requirements for assigned projects
- Operate and maintain a variety of hand and power tools and equipment such as drills, saws, presses, grinders and pallet jacks

- Monitor inventory levels of maintenance supplies and equipment; order, receive and maintain appropriate inventory levels of supplies and equipment
- Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns
- Maintain various records related to safety, expenses, work orders, project status and assigned activities
- Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components
- Perform a variety of journey-level activities in the maintenance and repair of designated facilities, utilities and equipment including tasks in carpentry, electrical, HVAC plumbing and painting/glazing
- Maintain, troubleshoot, repair or fabricate articles and structures of wood or related materials such as doors, partitions, counters and furniture; repair and replace hardware; repair floors, walls, ceilings, roofs and windows; repair wall board, stucco and sheetrock as needed
- Maintain, troubleshoot and repair electrical fixtures, devices, equipment, fire alarm systems, public and other related electronic communication systems, and other installations; replace light fixtures, ballasts, switches, fuses, plugs, cabling and other electrical accessories; trace out wiring, perform diagnostic tests on system components and replace defective wires and parts; may train site staff on how to conduct fire drills and how to respond to system malfunctions and compliance with fire codes
- Maintain, troubleshoot and repair plumbing systems, faucets, drinking fountains, toilets, urinals, sinks, pipes, valves, pumps and other fittings and fixtures; inspect and repair leaks, obstructions and general system failures
- Maintain, troubleshoot and repair heating, ventilation and air conditioning systems and equipment; make routine adjustments and perform preventive maintenance; diagnose malfunctions and determine repair needs; maintain and replace filters as necessary
- Prepare surfaces for painting; apply paint or other protective or decorative material on a variety of surfaces; paint over graffiti as needed; operate a brush, roller or spray gun to apply a variety of surface coverings to various surfaces; clean brushes, tools and other equipment

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, materials, tools, terminology and equipment used in the building maintenance trades including electrical, HVAC, carpentry, plumbing and painting

Proper methods of storing equipment, materials and supplies

Requirements of maintaining facilities, utilities and equipment in good repair

Operation of a wide variety of hand and power tools and equipment

Shop math applicable to the building trades, including estimating costs

Applicable building codes, ordinances, fire regulations and safety precautions

Technical aspects of the building maintenance trades

Preventive maintenance principles and practices

Health and safety regulations and procedures

Record-keeping techniques

Oral and written communication skills

Proper lifting techniques

**ABILITY TO:**

Perform a variety of journey-level activities in the maintenance and repair of facilities, utilities and equipment including tasks in carpentry, electrical, HVAC, plumbing and painting

Operate a wide variety of hand and power tools and equipment related to the building trades

Receive, prioritize and respond to work orders in a timely and efficient manner

Organize and lay out work

Work efficiently to meet schedules and deadlines

Inspect, diagnose, maintain, repair or replace a variety of parts and equipment

Prepare and/or work from sketches, diagrams, blueprints, plans and specifications

Work independently with little direction

Estimate material and supply needs

Observe health and safety regulations

Maintain records related to work performed

Interpret, apply and explain applicable building codes, ordinances, fire regulations and safety precautions

Understand and follow written and oral instructions

Communicate effectively both orally and in writing

Develop, guide, train and lead assigned personnel

Establish and maintain cooperative and effective working relationships with others

Perform heavy physical labor

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by specialized training in building maintenance or a related field and five (5) years of experience in each of two (2) or more of the building trades

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment

Regular exposure to fumes, dust, dirt, oil/grease

Seasonal heat and cold or adverse weather conditions

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of tools and equipment

Hearing and speaking to exchange information

Seeing to perform maintenance duties

Lifting, carrying, pushing or pulling objects typically weighing 50 pounds, and occasionally and with assistance up to 100 pounds

Reaching overhead, above the shoulders and horizontally

Bending at the waist, stooping, kneeling or crouching

Climbing ladders and working from heights

Standing for extended periods of time

**HAZARDS:**

Working around and with machinery having moving parts

Working at heights

Power saws and flying debris or nails

Exposure to fumes from paints and solvents