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|  | **JOB TITLE** | LEAD MAINTENANCE TECHNICIAN |
| **EVALUATED BY/REPORTS TO** | DIRECTOR OF MAINTENANCE AND GROUNDS |
| **SALARY SCHEDULE/GRADE** | FACILITY SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS, 8 HOURS A DAY |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 7441 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.  |
| Three years journey-level experience in at least one or more trade areas or 5 years building and mechanical maintenance or operations experience. |
| Hold a Valid Kentucky driver's license. |

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| **POSITION SUMMARY** |
| Schedule and direct a crew of Maintenance Technicians and/or Facility Coordinators involved in one or more craft specialties; train and provide work direction and guidance while performing work in one or more of the maintenance trades. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

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| Lead and assist Facility Coordinators and other staff as assigned.  |
| Perform various refrigeration, plumbing, and heating-related duties; cut, thread, assemble and lay pipe; install, repair, and maintain various plumbing, heating and air conditioning fixtures; perform welding and metal fabrication; diagnose and repair electronic ignition systems for heaters, furnaces and hot water heaters. |
| Obtain competitive prices for equipment and supplies needed by the District. |
| Perform maintenance and repair on mechanical and electrical equipment; test and replace circuits; coordinate emergency repairs and large complex projects; troubleshoot and correct defective switches, receptacles, ballast and other wiring; performs routine mechanical and electrical maintenance  |
| Operate a variety of equipment and machines including saws, drill presses and various hand and power tools to perform repair and maintenance work. |
| Maintains tools and equipment in a safe, clean and proper working condition. |
| Maintains various records related to labor, materials and work orders. |
| Inspect locks for proper operation and implement a preventive maintenance program for locking mechanisms, panic bars, door closures and other hardware; re-key and re-pin locks as needed and maintain related charts and records. Assist locksmith to install, adjust, repair and replace locks and door hardware.  |
| Install, repair, and maintain gas and water lines, heating and cooling equipment, electrical fixtures and outlets; replace broken toilet seats, flush valve diaphragms, seals and gaskets; clean clogged drains, stop leaks, adjust water pressure and clean work area upon completion of work.  |
| Construct, install, and maintain roofs, furniture, fences, bookshelves, cabinets, shelving, chalkboards and bulletin boards.  |
| Construct forms and metal work, pour concrete and perform finish work; perform masonry repair and construction with brick and block.  |
| Meet assigned schedules and timelines. May be asked to change schedule and/or work overtime with little or no notice. |
| Observe legal and defensive driving practices. |
| Keep company vehicle clean and presentable, track service needs and report to Transportation Director. |
| Demonstrate regular attendance and punctuality. |
| Adhere to the appropriate code of ethics. |

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| **KNOWLEDGE AND ABILITIES** |
| Establish and maintain cooperative and effective working relationships with others. |
| Knowledge of trade tools, equipment, materials, methods and techniques used in skilled and general maintenance and repair involving at least one of the following: electrical, heating and air conditioning, locksmithing, plumbing, carpentry, painting, or welding. |
| Understand Federal, State and local building codes and regulations. |
| Requirements of maintaining buildings and facilities in good repair.  |
| Requirements of maintaining school buildings in a safe, clean and orderly condition.  |
| Basic record-keeping techniques.  |
| Proper methods of storing equipment, materials and supplies.  |
| Proper lifting techniques.  |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking.  |
| Requires bending, squatting, crawling, climbing, and, reaching.  |
| Must have an adequate range of motion in the upper extremities.  |
| Persons performing service in this position classification will exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.  |
| Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced. |
| Requires the ability to communicate effectively using speech, vision and hearing.  |
| Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases. |