**Revised April 26, 2023**

**BELLEVUE INDEPENDENT SCHOOLS**

**JOB DESCRIPTION**

**POSITION TITLE: LEAD MAINTENANCE WORKER**

**QUALIFICATIONS:** -High School Diploma or G.E.D.

-Certificate or demonstrated progress toward obtaining a G.E.D. as

required by Kentucky law.

-Valid Kentucky driver's license.

-Has the ability to read and follow written directions

-Has the physical ability to perform heavy physical labor

-Has the ability to lift and move objects weighing at least 75

pounds numerous times per day

-Exhibits personal habits in keeping with the assigned

responsibilities

-Demonstrates aptitude or competence in general

carpentry, electrical and plumbing with work experience in one or

more of these areas

-Has demonstrated the ability to communicate and work effectively

with staff and area contractors

**REPORTS TO: SUPERINTENDENT**

**RESPONSIBILITIES:**

* Supervises Maintenance and Custodial Staff including approval of all timesheets and employee evaluations.
* Collaborates with all district personnel for the purpose of implementing and maintaining services and/or programs.
* Collaborates with facilities operation for the purpose of ensuring required facilities being utilized are properly prepared.
* Leads maintenance projects and ensures completion within established time frames.
* Inspects repair work, projects, equipment work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently.
* Inspects buildings and grounds for cleanliness, safety, work quality and needed repairs.
* Develops and implements short- and long-range preventive maintenance programs, including deferred maintenance.
* Estimates cost of labor and materials for work orders; obtains competitive prices for equipment and supplies needed by the district. (May collaborate with facilities operation)
* Performs a variety of skilled building maintenance including repairs to doors, windows, roofs and other building parts.
* Operates a variety of equipment and machines, 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.
* Constructs, rebuilds and repairs District equipment and facilities including various wood and metal structures, equipment and furniture; prepares surfaces for painting and varnishing and applies surface coverings as required.
* Prioritizes, schedules, assigns and coordinates the work of assigned staff to accomplish a wide variety of duties related to the building trades.
* General Maintenance to building including painting and general repairs.
* Ensures staff uses safety precautions and procedures.
* Schedules and directs Maintenance operations involved in craft specialties.
* Provides training, work direction and guidance while performing work in one or more of the skilled trades.
* Scheduling work to ensure smooth operations of the district building.
* Performs a variety of skilled work in the maintenance and repair of district facilities and equipment.
* Assures compliance with appropriate safety practices and procedures and with applicable federal, State and local codes, regulations and requirements.
* Maintains various records related to labor, materials and work orders.
* Purchases tools, equipment and materials; operates light trucks to pick up and deliver equipment and supplies.
* Performs related duties as assigned.
* Demonstrates regular attendance and punctuality.
* Adheres to the appropriate code of ethics.
* Performs other duties consistent with the position assigned as may be requested by the Superintendent.