

Washington West Supervisory Union Job Description

JOB TITLE: Head of Maintenance & Custodial Services

FLSA STATUS: Non-Exempt

UPDATED: FY 2014

POSITION OBJECTIVES: To coordinate and carry out the installation, maintenance and repair of electrical wiring, equipment and fixtures; and/or plumbing and heating systems; to supervise and train custodians; and to assist with other mechanical systems and general building maintenance tasks as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Coordinate all electrical or plumbing system work for the District.
- Perform a full range of electrical repair and installation tasks:
 - Troubleshoot and repair electrical failures and breakage.
 - Repair or replace electrical fixtures and equipment.
 - Remove old electrical work, and design and install new electrical systems and equipment in newly constructed/renovated portions of existing buildings, or to meet increased electrical demands in offices or labs.
 - Inspect, and repair or replace as necessary life safety equipment, including fire extinguishers, smoke detectors, fire alarm systems, etc.
 - Keep up to date on changes in electrical codes.
- Perform a full range of plumbing and heating system installation and repair tasks:
 - Troubleshoot and repair plumbing and heating system leaks, failures and breakage.
 - Install, maintain, repair, and replace water lines, drains and plumbing fixtures, including toilets, sinks, faucets, tubs, and showers.
 - Install new water lines and drains in newly constructed/renovated portions of existing buildings.
 - Perform or assist with plumbing work on gas and steam lines associated with heating systems; service and clean boilers and furnaces.
- Perform a variety of planning and project management tasks related to assigned projects, including design of methods, determining and preparing estimates of cost and amount of materials needed, time needed to complete work, and the like. Coordinate and oversee work done by outside contractors.
- Maintain tools and equipment used in electrical or plumbing work.
- Maintain an appropriate inventory of supplies and materials.
- Train and supervise the work of other technicians assigned to electrical or plumbing tasks or projects. Ensure compliance with applicable codes and standards.
- Assist as needed with other mechanical systems and general maintenance work.
- Other related duties as assigned.

SUPERVISION RECEIVED: Minimal supervision is received from the School Principal or other senior staff member.

SUPERVISORY RESPONSIBILITIES: Functional and partial administrative supervision of approximately 2 to 3 full time employees, as well as temporary seasonal help.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- High school education, plus 6 to 8 years of relevant technical training/experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Plumbing or electrical license, as applicable to specific position.
- Broad and in-depth knowledge and skills related to electrical or plumbing/heating system installation, maintenance and repair.
- Good general knowledge and skills related to other mechanical systems functions, and building construction and repair.
- Some relevant experience in project planning and management, including estimating.
- Ability to train and oversee the work of others.

PHYSICAL EFFORT AND STRESS: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Handling Stress: Ability to effectively handle stressful situations and resolve conflicts.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.