



Job Title: General Maintenance Crew Leader

Exemption Status/Test: Non-Exempt

Reports to: Supervisor, Building Trades

Date Revised: October 29, 2015

Dept. /School: Maintenance

Primary Purpose:

As a working Crew Leader, this position oversees the daily work assignments of the general maintenance craftsperson(s). The Crew Leader is responsible for assigning and monitoring work tasks to completion.

Qualifications:

Education/Certification:

High School Diploma or GED
Valid Texas driver's license with good driving record

Experience:

Five (5) years' experience in general maintenance preferred
Three (3) years' experience in a lead position preferred

Special Knowledge/Skills:

General maintenance knowledge
Ability to manage personnel
Effective planning and organizational skills
Computer proficiency in Microsoft Word, Excel, Outlook and SchoolDude

Major Responsibilities and Duties:

1. Oversee the daily work assignments of the general maintenance craftsperson(s).
2. Estimate and procure materials for work assignments on a daily basis.
3. Maintain an inventory of supplies, tools, and equipment.
4. Performs preventive maintenance repairs.
5. Ability to assign and monitor tasks.
6. Ability to follow instructions.
7. Completes assignments in a timely and workable manner.
8. Maintain a professional appearance.
9. Ability and willingness to perform other duties as assigned.
10. Ability to effectively communicate with Principals, Administrators, Supervisors and co-workers.

Supervisory Responsibilities:

Assists in the absence of Supervisor.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; may use small hand tools and power tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.

Motion: Frequent walking; climbing stairs; ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.