



Job Title: **Maintenance Assistant Team Lead Level 1 & 2**

Department: **Facilities Services**

Supervisor: **Facilities Services Coordinator & Team Lead**

Lane Placement: **ESP Lane 10 or 11 (with certification)**

Schedule: **8 hrs / 245 days**      Evaluation Group: **JCES 6**

FLSA Classification: **Non - Exempt**

## JOB DESCRIPTION

Under the supervision of the Facilities Services Coordinator and Maintenance Team Lead, the Assistant Team Lead is responsible for performing, receiving and delegating the completion of daily work assignments for the department. The Assistant Team Lead orders materials needed to complete work assignments, schedules and inspects the work, checks on completion, and supervises assigned trade personnel within a specific Trade shop as needed. The Assistant Team Lead performs daily work assignments and acts as a working assistant team lead person by completing work orders, aiding in performance evaluations, and assisting in the selection of assigned personnel. **The Assistant Team Lead is on call 24/7 for all maintenance emergencies.**

## ESSENTIAL FUNCTIONS

- Performs daily work assignments. Work assignments include any/all aspects of new installation, building and equipment repair and remodeling in a specific trade area.
- May plan, direct, organize, and control the work time behavior of assigned trade personnel as needed.
- Orders materials within a specific trade or responsibility area.
- Oversees assigned tasks completed to district standards in a professional manner.
- Coordinates with other trades to see that projects are finalized.
- May assist Facilities Coordinators and Team Leads with estimates of project applications and costs as requested.
- Performs work that is more complex or overflow work that subordinates are unable to complete.
- Provides support services to other maintenance areas as needed.
- Resolves personnel problems in conjunction with assigned coordinator and district policy.
- Provides input concerning equipment purchases and the budget.
- Acts as a role model and example to those assigned to lead.
- Ability to communicate effectively, with diplomacy professionalism and tact.
- Drives a maintenance vehicle for transportation to work sites.
- Maintains and repairs district tools and equipment.
- Supervises and documents the development of apprentices.
- Ensures that all safety practices and guidelines are followed by assigned personnel.
- Operates equipment associated with assigned trade areas.
- Works in varied weather conditions.
- Carries district cell phone 24/7 for emergency response.
- Responds to maintenance emergencies.
- Required to attend all scheduled training and departmental meetings.
- Shift work may be required.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **QUALIFICATION REQUIREMENTS**

- Must be fingerprinted and clear a criminal background check.
- Requires high school diploma, GED or equivalent as reviewed by the department of human resources. Verification may be requested.
- Must complete a formal accredited apprenticeship program, or equivalent 4-year program as needed for a specific trade.
- Requires a minimum of 5 years job related journeyman level commercial work experience with demonstrated competence in a specific trade area.
- **A Utah State Building Contractors License (B-100) or specific Utah State Master License in a specific trade is required for the lane 11 salary placement.**
- Must have current Utah Driver's License.
- Must demonstrate competence in reading, writing, and math.
- Requires basic computer skills and Microsoft Office proficiency.
- Requires supervisory skills and the ability to write and communicate clearly.
- Requires excellent interpersonal and communication skills.
- Must demonstrate knowledge of MSDS safety procedures.
- Must demonstrate competence in reading, writing and math.
- Ability to read, understand and follow standard operating procedures (SOP).
- Requires the ability to communicate effectively with students, parents, faculty and staff.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

### **Machines, Tools & Equipment Used:**

- Uses various trade specific tools, equipment, and machinery.

### **PHYSICAL REQUIREMENTS---Not limited to the following:**

- Work requires physical exertion (e.g. lifting equipment and materials, climbing, working in high places and/or awkward positions).
- May use some solvents or acids that are potentially hazardous.
- Will involve outdoor work in all weather conditions.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of fifty (50) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/9/2020