



REVISED: Submitted:
12/15/2021 12/14/2021

JOB TITLE:	LEAD WORKER HOUSEKEEPING SERVICE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8591
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Uses acquired knowledge and job experience to expedite the best possible use of personnel, equipment, and time available to execute work as directed. Aids and coordinates the restoration, maintenance and preventative maintenance for district wide equipment including but not limited to: housekeeping equipment, hydraulic lifts, snow blowers, soot-a-matic boilers and scaffolds. Coordinates stock of items necessary for preventative maintenance, repairs, priorities, and processes.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans and executes the operation of electrical equipment repair shop to provide repair and preventive maintenance for housekeeping equipment

Plans and executes mobile repair operation for onsite repair of housekeeping equipment

Plans and executes the cleaning of bus compound buildings

Plans and executes the safe provision of scaffolds and hydraulic lifts for use in maintaining lighting in gymnasiums, cafeterias, and stairwells

Plans and executes work in providing and operating snow blowers for snow removal

Plans and executes emergency water flooding pick up

Plans and executes work in providing soot-a-matic boiler cleaning equipment

Supervises daily work of staff including coaching and progressive discipline when applicable

Assists in evaluation of assigned staff

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of experience in grounds maintenance

Knowledge of all phases of grounds maintenance work

Ability to operate all grounds shop equipment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to assign and perform special jobs
Experience in a diverse workplace