



**Oxnard Union
High School District**

District of Scholars, Achievers, Champions

**LEAD GROUNDS
MAINTENANCE REPAIR WORKER**

Revision Date: 09/08/10

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Director, Maintenance and Operations, coordinates, and performs maintenance, repair, facilities, grounds keeping and necessary day custodial activities; schedules, coordinates, and trains grounds maintenance staff.

STATEMENT OF TYPICAL DUTIES:

- a. Coordinates and performs semi-skilled to skilled maintenance, repair, grounds keeping and day custodial activities of an assigned school site. E
- b. Schedules, coordinates, trains grounds maintenance staff at assigned locations.
- c. Mows and edges lawns; trims, weeds, and prunes landscaped areas and trees; prepares and fertilizes soil; plants and waters lawns, trees, shrubs, hedges and flowers. E
- d. Coordinates and performs minor repair and construction work including but not limited to electrical, plumbing and heating, carpentry, painting, etc.; works from blueprints, drawings, sketches or verbal instructions. E
- e. Inspects buildings and facilities to ensure proper up-keep and safety standards. E
- f. Orders materials and supplies for grounds and maintenance needs; recommends the purchase of necessary equipment. E
- g. Receives, stores, issues and maintains control of all site maintenance and grounds materials, supplies and equipment. E
- h. Coordinates and participates in the preparation and clean-up of all playing fields, and other necessary facilities for athletics and other school activities. E
- i. Operates a variety of grounds and maintenance tools, equipment and machines. E
- j. Prepares and maintains records and reports related to grounds, maintenance and repair activities and assignments. E
- k. Performs other duties and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic electrical, plumbing, carpentry, painting and maintenance skills.
- Trades used in building and equipment maintenance, alterations and repair.
- Methods, equipment and materials used in grounds and maintenance trades.
- Proper use of tools; methods of storing equipment, materials and supplies.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Technical aspects of field of specialty.
- Appropriate safety practices and procedures.
- Applicable building codes and regulations.

Ability to:

- Assess the need for maintenance and repair.
- Plan and carry out work schedules.
- Train personnel and provide work direction.
- Coordinate, perform semi-skilled maintenance work in the general maintenance, repair and construction of District facilities and equipment and in grounds maintenance activities.
- Schedule, coordinate and train grounds maintenance staff.
- Operate a variety of tools, equipment and machines utilized in grounds and maintenance trades safely and efficiently.
- Operate a variety of tools and equipment related to assigned function including trucks, tractors, forklifts, saws, drill presses, grinders and welding equipment.
- Work from blueprints, shop drawings and sketches.
- Maintain routine records.
- Understand and follow oral and written directions.

- Observe and comply with applicable building codes and regulations.
- Plan and organize work.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

High School Diploma or GED and three years of experience to demonstrate skills and abilities in building maintenance, preferably in a school environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

WORKING CONDITIONS:

Indoor and outdoor environment.