

Maintenance Leader

Position Details

Class Code: 7300

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, supervises work crews and performs skilled work in a specific trade (roofing, painting, carpentry, glazier, etc.).

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises, coordinates, and inspects progress of work crews.
2. Performs skilled work related to an assigned trade/craft such as:
 - Carpenter - constructs, fabricates, assembles, installs, and repairs structures and fixtures of wood, plywood, wallboard, metal, plastic, laminates, etc.
 - Roofer - installs, repairs, and maintains roofs with roofing materials such as wood, asphalt, shingles, urethane, polycarbonate, modified Bitumen (styrene-butadiene-styrene (SBS) and atactic polypropylene (APP)), ethylene propylene diene monomer (EPDM), polyvinyl chloride (PVC), and rubber.
 - Painter - prepares surfaces and applies paint, varnish, stain, epoxy coating, and sealants to interior and/or exterior surfaces.
 - Glazier - removes, replaces, installs, and repairs glass, mirrors, architectural metal, and plastics in windows, doors, partitions, display cases, etc.

- Grounds - diagnoses malfunctions, performs preventative maintenance, repairs and overhauls diesel- and gas-powered equipment and hydraulic/ electrical systems.
 - Preventive Maintenance - directs, conducts, and performs preventive maintenance on mechanical equipment.
3. Prepares estimates and gathers cost data.
 4. Prepares diagrams and sketches of work to be done.
 5. Confers with outside vendors and contractors.
 6. Coordinates work with school activities and other trades.
 7. Expedites or makes repairs in emergency situations.
 8. Provides input for the evaluation of assigned staff.
 9. Assists Facility Planning in maintaining accurate as-built drawings and records.
 10. Responsible for the safe handling and disposal of hazardous materials.
 11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves supervising and coordinating work crews and performing skilled work in various trades/crafts.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of practices and procedures of a specific trade (roofing, painting, carpentry, glazier, etc.).
2. Knowledge of building construction and materials.
3. Ability to recognize, understand, and interpret local, state, federal, and national codes and regulations including: Occupational Safety and Health Administration (OSHA), International Building Codes (IBC), Uniform Building Code (UBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Fire Protection Association (NFPA), National Electrical Code (NEC), Environmental Protection Agency (EPA), Americans with Disabilities Act (ADA), etc.
4. Ability to read and interpret blueprints, schematics, wiring/logic diagrams, and specifications.
5. Ability to provide cost estimate information.
6. Ability to supervise and evaluate employees.
7. Ability to operate hand/power tools.

8. Ability to plan and organize work.
 9. Ability to learn and apply operating, safety, and work procedures.
 10. Ability to read and interpret written and verbal instructions.
 11. Ability to communicate effectively both verbally and in writing.
 12. Ability to perform strenuous physical work.
 13. Ability to safely move and relocate heavy objects.
 14. Ability to work flexible hours/shifts.
 15. Ability to work in confined areas.
 16. Ability to withstand heights and perform work safely.
 17. Ability to work cooperatively with employees, vendors, contractors, and the public.
 18. Ability to recognize and report hazards and apply safe work methods.
 19. Ability to learn and use computers and software (Work Order System, etc.).
 20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent General Educational Development (GED), foreign equivalency, etc.).
2. Completion of apprenticeship in a trade/craft (carpenter, roofer, glazier, painter, electronics technician, etc.), plus one (1) additional year of experience in the same trade/craft; or,
Five (5) years' experience in a skilled trade or craft; plus, journeyman certification (carpenter, roofer, glazier, painter, electronics technician, etc.); or,
Five (5) years' experience in a CCSD skilled trade/craft position (carpenter, roofer, glazier, painter, electronics technician, etc.).

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.

3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
4. Apprenticeship and/or journeyman certificate/card, if applicable.
5. Hold or be able to obtain forklift qualification card. If qualification card is not in possession at time of application or Qualified Selection Pool (QSP) request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

THE TRAINING AND EXPERIENCE, LICENSES, AND CERTIFICATES REQUIRED ARE CONTINGENT UPON THE CURRENT POSITION VACANCY, ADVERTISEMENT, OR ASSIGNMENT.

Preferred Qualifications

Supervisory experience.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 4. Safe driving record.
 5. Apprenticeship and/or journeyman certificate/card, if applicable.
 6. Forklift qualification card, if applicable.
 7. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities - department offices and schools (classrooms, computer labs, gymnasiums, athletic fields, cafeterias, theaters, parking lots, etc.), mechanical equipment rooms, trade shop, mobile van, etc.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-25 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

CCSD-issued/personal vehicles, fork/man lifts, hand and power tools, posthole diggers, pipe cutters, case front-end loaders, tig and electrode welders, drills (hand, press, and impact), augers, chisels, tape measure levels, breaker and alignment bars, power stretchers, seam irons, knee kicks, meter box, precision nailer, scaffolds, pallet jacks, cement mixers, trailers, generators, oxygen and acetylene cutting torches, equipment required for the safe handling and disposal of hazardous materials, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative

solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/17/24
- Created: 02/01/87