

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: B

SALARY RANGE: 76

CLASS TITLE: LEAD CONSTRUCTION AND REPAIR WORKER

BASIC FUNCTION:

Under the direction of the Director - Maintenance, serve as lead worker and perform skilled exterior and interior construction and repair work on College facilities and buildings; conduct routine preventive maintenance inspections; train and provide work direction and guidance to assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Serve as lead worker and perform skilled exterior and interior construction and repair work on College facilities and buildings; assure project compliance with applicable laws, codes and work orders.

Train and provide work direction and guidance to assigned staff; assign and inspect the work of staff and assure compliance with established guidelines and schedules.

Work from diagrams, blueprints, layouts, work orders, verbal instructions or other specification to perform construction and projects.

Perform skilled construction and repair work, including grading, paving, flooring and tiling, roofing, fence work, curb, gutter, manholes, sidewalks, retaining walls, equipment and bleachers; grades large areas for contract asphalt installation.

Prepare and works with concrete; grades, forms, pours, finishes large surfaces, large reinforced retaining walls and footings for block walls; demolish portions of buildings in preparation for alteration.

Estimates costs of labor and materials, and orders and maintains availability of appropriate materials to support completion of assigned work.

Operate and maintain a variety of light and heavy equipment, including pavement roller and a tractor with attachments and others.

Monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment according to established procedures.

Communicate with other personnel and various outside agencies to exchange information and resolve issues or concerns.

Maintain various records related to work orders and assigned activities.

3/31/06

Approved by CSEA 651

OTHER DUTIES:

Assists other tradesmen by performing unskilled, semi-skilled, and skilled duties in other maintenance trades areas, as required

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard tools, equipment, materials, methods and techniques used in general construction, maintenance and repair.

Principles of training and providing work direction and guidance to others.

Methods and procedures related to general building maintenance and construction.

Operation and proper maintenance of tools, equipment and machinery used in the building trades.

Basic preventive maintenance principles and practices.

Requirements of maintaining buildings in a safe, clean and orderly condition.

Appropriate safety precautions and procedures.

Oral and written communication skills.

Basic record-keeping techniques.

Proper lifting techniques.

ABILITY TO:

Perform a variety of skilled maintenance, repair and construction duties in the maintenance of College facilities, grounds, utilities and equipment.

Train and provide work direction and guidance to others.

Plan and lay out repair work, including estimating labor and materials costs

Assure a safe environment for students and staff.

Operate a variety of assigned tools and equipment effectively and safely.

Communicate effectively both orally and in writing.

Learn and apply laws, rules, regulations involved in assigned maintenance activities.

Understand and follow oral and written directions.

Assist other maintenance personnel in the performance of a variety of duties related to the building trades.

Perform basic math.

Observe health and safety regulations.

Meet schedules and time lines.

Maintain routine records.

Work independently.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in one or more of the maintenance trades and three years journey-level experience in the maintenance and repair of buildings, grounds and utilities.

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LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools.

Hearing and speaking to exchange information.

Seeing to read and perform maintenance and construction functions.

Lifting, carrying, pushing or pulling heavy objects weighing 50 lbs or more as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts.