



## Job Description Classification

**LEAD MAINTENANCE WORKER  
VSCSF**

**GRADE 8  
Non-Exempt**

### **BASIC FUNCTION**

Supervise and perform College grounds work, coordinate and perform related tasks, such as assisting with basic construction and repair tasks, deliveries, furniture moving and set-ups, operate specialized heavy equipment, supervise grounds crews and coordinate and perform other specialized tasks, such as off-season overhaul, repair and rebuilding of tools and equipment.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Supervise and assign daily tasks as needed or directed by the Physical Plant Director or his/her representative.
- Develop and monitor seasonal schedule of grounds' maintenance based on experience and knowledge; implement the care of the grounds, communicating progress and planning with the Director to meet the needs of the College.
- Train new employees, issue work assignments, monitor work in progress, check completed work; assist with difficult or unusual tasks; bring personnel problems to attention of supervisor.
- Implement emergency snow removal procedures; plan storm team assignment, including scheduling and contacting personnel.; advise Director of campus condition via Public Safety.
- Oversee staff doing set-ups as scheduled; assist in set-ups; participate in coordination of staffing to meet changing departmental workload.
- Assist with basic construction tasks related to grounds maintenance (ditch digging, cement work, laying tar and asphalt, fence installation, etc.).
- Carry out other special work order (deliveries, pick-ups, facility set ups/tear downs for special events and the like).
- Perform a variety of routine, semi-skilled building maintenance and repair tasks, such as interior and exterior painting, rough carpentry, window replacement, preventive maintenance on heating fixtures, routine plumbing and electrical repairs and the like.
- Operate heavy equipment used performing various types of grounds and construction work.

## Lead Maintenance Worker

Page 2

- Perform specialized tasks such as the off-season overhaul, repair and rebuilding of tools and equipment; clean up work areas, tools and equipment; secure necessary supplies for assigned jobs.
- Perform related tasks as assigned.

### **SUPERVISION RECEIVED**

Moderate supervision is received from the Physical Plant Director or other senior staff member.

### **SUPERVISION EXERCISED**

Functional supervision of 3-5 to maintenance workers.

### **MINIMUM QUALIFICATIONS**

High school education desirable, plus five to seven years of relevant experience/training, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Excellent knowledge and skills related to institutional grounds maintenance.
- Strong trades skills and mechanical abilities, some construction experience desirable.
- \* Experience operating heavy equipment may be required for the position.
- \* Some supervisory experience.
- \* Skills in equipment repair and maintenance may be required for the position.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**