



CONSTRUCTION AND MAINTENANCE WORKER, LEAD

SALARY GRADE: [C3-50](#)

DEFINITION:

Under general supervision, performs general construction and grounds maintenance duties; moves furniture and equipment for campus relocations and performs work with particular emphasis on grounds, construction and heavy labor assignments. A high degree of independent judgment and creativity is required to select from alternative solutions, materials, supplies and appropriate procedures.

Incumbents in this classification are assigned to work primarily in construction and maintenance, but may also be assigned to assist other Plant Services personnel as needed.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

General Responsibilities

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Shall carry a communication device, if assigned one, and be available for general construction/maintenance duties.
7. Uses a computer for entry and retrieval of information for work assignments.
8. Communicates effectively orally, in writing, and electronically.
9. Operates equipment such as District vehicles, electric carts, electric power lifts, cardboard baler, forklift, skip loader, backhoe and other heavy equipment, etc.; will use ladders.
10. Estimates cost of jobs; specifies, orders, and procures supplies, materials, tools, and equipment for the purpose of maintaining availability of required items and completing jobs efficiently; maintains inventory of supplies, parts and equipment; and confers with appropriate administrator regarding cost effective use of materials and supplies.
11. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
12. Performs other related duties as assigned.

Job Responsibilities

In addition to performing work of a Construction and Maintenance Worker I/II, the position will be responsible for the following duties which will account for up to 30% of the total assignment:

1. Coordinates the day-to-day work of a group of grounds, construction and maintenance workers; ensures that work is completed in a timely manner and in accordance with instructions; inspects and reviews the work of assigned group.
2. Responds to requests for emergency construction and grounds maintenance needs and furniture or equipment setups and coordinates special work as required.

3. Coordinates with trades, other facilities personnel and contractors on projects.
4. Assists in training construction and maintenance workers.
5. Inspects assigned campus facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather, conditions, etc.
6. Identifies problems and assists in recommending solutions to appropriate Plant Services administrator.
7. Assists in the scheduling for maintaining the safety, utility, and appearance of assigned campus grounds.
8. Supports the collection, disposal and scheduling of the district's recycle, green waste, concrete, asphalt and base rock.
9. Prepares routine maintenance schedules.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Methods, materials, standard practices and equipment used in construction and grounds maintenance work.
2. Safety factors in the operation of equipment and materials.
3. Awareness of applicable safety codes, ordinances and regulations as it applies to the utilization of a backhoe or other heavy equipment.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Operate and maintain a variety of construction and grounds maintenance equipment.
3. Plan, organize, coordinate and oversee the work of assigned staff.
4. Train assigned staff on appropriate construction and grounds maintenance techniques.
5. Maintain accurate records and reports on completed assignments.
6. Understand and carry out oral and written instructions.
7. Observe safety requirements and safe work practices and methods as required.
8. Perform routine work involving moderate to heavy physical labor.
9. Establish and maintain cooperative work relationships.

Education

Equivalent to completion of the twelfth grade.

Experience

Three years of related work experience, including at least one year in heavy equipment operation; one year of experience serving in a lead capacity.

License or Certification

Possession of a valid class A California driver's license.

WORKING CONDITIONS:

Environment:

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Includes travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.

2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.

Date Approved: December 2008