### MiraCosta logo

**LEAD BUILDING MAINTENANCE MECHANIC**

| **Reports to:** | Facilities Manager |  |  |
| --- | --- | --- | --- |
| **Dept:** | Facilities | **Range:** | 28 |
| **FLSA:** | Nonexempt | **EEO:** | Service and Maintenance |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, lead and participate in the work of skilled and semi-skilled employ­ees engaged in the repair and skilled maintenance of district buildings and facilities at all district campuses/locations; coordinate and oversee service contractors; maintain district lock, key and alarm systems; support campus fiber optic system; and perform related duties as assigned.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Participate in selecting, training and providing day-to-day lead work direction to other staff; assign and monitor work for completeness, accuracy and conformance with district, depart­ment and legal/regulatory requirements and standards; monitor work flow to ensure man­dated deadlines are being met in an optimal manner; provide information, instruction and training on work procedures and technical/legal/regulatory requirements; provide input to supervisor on employee work performance and behaviors; assist in ensuring a fair and open work environment in accordance with the district’s mission goals and values.
2. Assist the Facilities Manager with the planning and scheduling of facilities maintenance and repair operations; inspect all three campuses weekly for safety issues and needed mainten­ance; assign and audit work orders for employees; may act as Facilities Manager on a relief basis.
3. Perform advanced journey-level repair, installation and troubleshooting of all facility elec­trical systems including the installation of bus transfer switches, ballasts, relays, motors, transformers, controllers, conduit and cables; perform preventative maintenance including cleaning electrical components, bus bars, relays and controllers; coordinate use of outside contractors when appropriate.
4. Provide facilities support to the campus fiber optic communication system; coordinate installation, design modifications and system maintenance and repair with contractors.
5. Plan, design, program, install and maintain the electronic access control, integrated security system and BEST computerized lock and key system; install, repair or replace locks, door closers, latches, hinges and related hardware; unlock and lock doors and gates as required; repair and test building fire alarms.
6. Oversee and participate in the design, installation, scheduling, repair and maintenance of district building automation system and energy management systems related to lighting and HVAC.
7. Install, maintain, diagnose, repair and/or replace plumbing fixtures and flushing mechan­isms, ballasts, water faucets, valves and seals, drinking fountains, fittings and gaskets; utilize appropriate tools to clean and clear clogged drains and obstructed sewer lines.
8. Prepare and paint a variety of surfaces; apply wood finishes, stains and sealers; perform masonry, concrete and asphalt repair; inspect and repair roof leaks; clear gutters and down­spouts; install flashing, weather strip­ping, gutters, downspouts and roof drains.
9. Oversee the day-to-day work of contractors or service; conduct job walks and inspect work performed; coordinate work with contractors and internal departments during the perform­ance of work.
10. Order and procure parts, materials, equipment and supplies as needed to accomplish day-to-day operations and assignments.
11. Make oral and written reports for work performed; maintain maintenance records for pumps, motors, and compressors; maintain records and files related to vendors, keys, locks and com­bin­ations; complete and submit work orders and timesheets; attend meetings; participate in safety training.

### OTHER DUTIES:

1. Assist in the development and implementation of the preventive maintenance program for building maintenance.
2. Oversee building signage and directories.
3. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Advanced processes, methods and standards used in the inspection, preventive mainten­ance and repair of buildings and appurtenant equipment and fixtures.
2. Operation of hand and power tools and equipment common to all skilled building maintenance and repair trades.
3. Methods, procedures, tools and materials used in electrical and/or heating and air condition­ing systems.
4. Methods of laying out and installing, repairing and maintaining water, sewer and other piping systems.
5. Electronic and digital control systems.
6. Fiber optic systems, codes and requirements.
7. Applicable building and safety code requirements.
8. Master lock systems and cylinder servicing.
9. Computer programs specific to the district’s building automation system including basic programming language communication (PLC) protocols, topology and networking.
10. Safety hazards and necessary safety precautions/policies sufficient to establish a safe work environment for self and others.
11. Shop mathematics.
12. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.
13. Basic recordkeeping techniques.
14. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
15. Basic principles and practices of employee supervision.
16. District human resources policies and labor contract provisions.

ABILITY TO:

1. Assign, review and assist in planning the work of staff engaged in operations of the Facilities Department at all campuses and locations.
2. Perform advanced journey-level building maintenance and repair work applicable to the building trades.
3. Operate and maintain specialized tools used in plumbing, electrical, locksmith, HVAC, carpentry and related building trades in a safe and efficient manner.
4. Inspect buildings and facilities for a wide variety of maintenance, repair and risk manage­ment issues.
5. Coordinate and inspect contracted maintenance work.
6. Operate, monitor, maintain, program and repair of the district’s building automation systems.
7. Read and understand mechanical and electrical blueprints, drawings and schematics.
8. Estimate time, materials and equipment required to perform assigned duties.
9. Prepare and maintain basic records accurately.
10. Operate a computer related to area of assignment.
11. Communicate effectively, both orally and in writing.
12. Understand and follow written and oral instructions.
13. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalent, and at least five years of journey-level and advanced journey-level experience in skilled facilities maintenance preferably in a campus environment; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

Fiber Optic Technician certification must be obtained within six months of appointment and main­tained as a condition of continued employment.

Successful completion of training and continuing education on electronic access control systems is required.

Electrical and/or plumbing certification is desired.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Lead-level work direction to Building Maintenance Mechanics, Custodial Maintenance Workers and HVAC Technician.

**CONTACTS:**

District administrators, faculty, staff, students and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Heavy physical labor with constant standing and walking for extended periods; walking over rough or uneven surfaces; frequent pushing, pulling, lifting and carrying of heavy objects weigh­ing up to 75 pounds; frequent bending, stooping and kneeling; repetitive use of upper extremi­ties on a regular basis; manual dexterity to operate motorized equipment and vehicles in a safe manner; ability to operate an electric cart to pick up/deliver supplies to campus locations; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to effectively work alone or as a crew member; ability to work effectively under pressure on a variety of tasks concurrently while meet­ing established deadlines and changing priorities.

**WORKING CONDITIONS:**

Indoor and outside environment in all weather conditions including rain and extreme heat; exposure to sun for extended periods of time; work on slippery or uneven surfaces; work while wearing personal protection equipment including respirators, protective gloves and footwear, face shields, goggles, spray suits and rain suits; subject to exposure to dust, dirt, oil/grease, gasoline, diesel fuel, smoke and pollen; subject to exposure to hazardous materials such as pesticides, herbicides, solvents and other toxic chemicals and fumes; exposure to extreme noise and fumes/exhaust from equipment and vehicle operation; work with or around dangerous equipment and machinery with moving parts. May be required to work at any district location with occasional evenings, holidays and/or weekends on an as-needed basis; occasional local travel may be requested.