

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6804  
Pay Grade: D11

FLSA: Non-Exempt

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| <b>MAINTENANCE LEAD</b>   |
| <b>REPORTS TO:</b><br>Service Foreman   |
| <b>SUPERVISES:</b><br>Assigned Trades Personnel   |
| <b>QUALIFICATIONS:</b><br>Graduation from a standard high school, vocational school, or possession of GED, plus four (4) years experience as a journeyman in a skilled trade, experience acting in a lead or supervisory capacity or an equivalent combination of education, training, and experience. Possession of a valid state of Florida Class "E" non-commercial driver's license.  |
| <b>MAJOR FUNCTION</b>   |
| Provides onsite supervision and participates in tasks. Is responsible for the completion of all assigned work in the absence of the service foreman. Maintains records and inventory. Work is performed independently under general direction and reviewed upon completion for conformity to established specifications and accepted standards and procedures.  |
| <b>ESSENTIAL RESPONSIBILITIES</b>   |
| <ul style="list-style-type: none"> <li>• Determines scope of work and trade procedures for all assigned tasks.</li> <li>• Estimates time, labor and materials needed to complete assigned tasks.</li> <li>• Receives assignments and organizes personnel into an effective working unit; selects individual workers and assigns tasks to be performed.</li> <li>• Coordinate's material deliveries and manpower for assigned tasks.</li> <li>• Ensures work is performed per specifications and provides input regarding product and vendor performance.</li> <li>• Acts as the primary point of contact for communicating with customers and school staff in the absence of the service foreman.</li> <li>• Supervises employees and the use of equipment.</li> <li>• Evaluates performance of materials and equipment.</li> <li>• Conducts and monitors on-the-job training and safety programs for assigned personnel; performs quality assurance checks based on established standards.</li> <li>• Assists in the evaluation of personnel.</li> <li>• Participates in employment interviews.</li> <li>• Performs other related duties as assigned.</li> </ul> |
| <b>TERMS OF EMPLOYMENT</b>  |
| <p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>  |
| <b>HISTORY OF JOB CLASSIFICATION</b>  |
| ISSUED: 9/30/21 LM; BOARD APPROVED: 10/6/21   |

**MAINTENANCE LEAD**

| WORKING CONDITIONS & PHYSICAL EFFORT:   | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------|---------|--------|-------|--------|
| 1. Lift objects weighing up to 20 pounds  |                 |         |        | X     |        |
| 2. Lift objects weighing 21 to 50 pounds  |                 |         |        | X     |        |
| 3. Lift objects weighing 51 to 100 pounds   |                 |         |        | X     |        |
| 4. Lift objects weighing more than 100 pounds   |                 | X       |        |       |        |
| 5. Carry objects weighing up to 20 pounds   |                 |         |        | X     |        |
| 6. Carry objects weighing 21 to 50 pounds   |                 |         |        | X     |        |
| 7. Carry objects weighing 51 to 100 pounds  |                 |         | X      |       |        |
| 8. Carry objects weighing 100 pounds or more  |                 | X       |        |       |        |
| 9. Standing up to one hour at a time  |                 |         |        | X     |        |
| 10. Standing up to two hours at a time  |                 |         |        | X     |        |
| 11. Standing for more than two hours at a time  |                 |         |        | X     |        |
| 12. Stooping and bending  |                 |         |        |       | X      |
| 13. Ability to reach and grasp objects  |                 |         |        |       | X      |
| 14. Manual dexterity or fine motor skills   |                 |         |        | X     |        |
| 15. Color vision, the ability to identify and distinguish colors  |                 |         |        | X     |        |
| 16. Ability to communicate orally   |                 |         |        |       | X      |
| 17. Ability to hear   |                 |         |        |       | X      |
| 18. Pushing or pulling carts or other such objects  |                 |         |        | X     |        |
| 19. Proofreading and checking documents for accuracy  |                 |         |        | X     |        |
| 20. Using a computer to enter and transform words or data   |                 |         | X      |       |        |
| 21. Using various technology tools  |                 |         | X      |       |        |
| 22. Working in a normal office environment with few physical discomforts  | X               |         |        |       |        |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions              |                 |         |        | X     |        |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions                     |                 |         |        | X     |        |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls |                 |         |        | X     |        |
| 26. Operating automobile, vehicle, or van   |                 |         |        | X     |        |
| 27. Other physical, mental or visual ability required by the job  |                 |         |        | X     |        |

Maintenance Lead – SEIU