



**Job Title:** LEAD General Maintenance Craftsman  
**Department:** Physical Facilities & Maintenance  
**Reports To:** Maintenance Director  
**FLSA Status:** Non Exempt  
**Salary Schedule:** MN lane 08

### **SUMMARY**

Under the direction of the Maintenance Department Administrators, the Lead General Maintenance Craftsman is responsible for repairing and maintaining WCSD facilities and equipment using a general knowledge of carpentry, sheet rocking, roofing, painting, welding, cabinetry, flooring, and concrete finishing by performing the following duties with minimum direct supervision. The Lead will conduct team meetings as needed to address work orders and other related issues. The Lead will communicate and coordinate with the Maintenance Department Administrators concerning future and present needs pertaining to all WCSD buildings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Manages submitted work orders. Prioritizes, schedules, and assigns work to General Maintenance Craftsman.

Coordinates and facilitates team meetings as needed to address work orders and other related issues.

Interprets and understands work orders, plans, and specifications, or instructions received from department administrators.

Evaluates projects, determining feasibility and scope of work and estimates material and personnel requirements.

Collaborates with school personnel regarding job requests and outcomes.

Communicates and coordinates with the Maintenance Department Administrators concerning future and present needs pertaining to all WCSD buildings.

Communicates and coordinates work with other maintenance personnel as necessary.

Maintains accurate work order records and parts inventory.

Coordinates with the Physical Security Specialist to install and repair door hardware, locks, and locking mechanisms.

Repairs walls and other surfaces for painting. Sheetrock walls and holes, repairs cracks, and joints with caulk, putty, plaster, or other filler.

Performs small repairs on most roofing systems.

Places and finishes concrete walls, columns, and slabs.

Uses all hand tools required for the work desired herein and knows how to maintain these tools and equipment.

Builds, repairs, and installs counters, cabinets, benches, partitions, floors, doors, building framework, and trim.

Installs glass in windows, doors, etc.

Replaces damaged flooring and wall coverings.

Maintains clean, safe, and orderly work space.

Participant in the WCSD Maintenance On-Call Program as needed.

### **SUPERVISORY RESPONSIBILITIES**

This job has supervisory responsibilities over the General Maintenance Craftsman team.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance.

Must have an independent work ethic, exercise good judgment, have the ability to maintain positive public relations, and be persuasive.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position.

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or six months to one year related experience and/or training; or equivalent combination of education and experience. Must have experience managing projects and personnel.

Experience working with the necessary specialized tools including, but not limited to the following:

- |                     |                       |                     |              |
|---------------------|-----------------------|---------------------|--------------|
| *Paint Spray Gun    | *Hilti Gun            | *Locksmith Tools    | *Sheet Metal |
| *Pneumatic Nail Gun | *Pneumatic Staple Gun | *Concrete Tools     | *Hand Tools  |
| *Electric Router    | *Concrete Saw         | *SheetRock Tools    | *Welder      |
| *Diamond Hole Saw   | *Tile Cutter          | *Glazier Hand Tools |              |

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have and maintain an active Utah Driver’s License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to sit and talk or hear. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and extreme heat throughout the workday. Workday may entail up to ten hours. The employee is frequently exposed to moving mechanical parts, darkness, cold, risk of electrical shock or burns from hot equipment, and mechanical vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Prepared By: <b>Maintenance Director</b>			Date: <b>08/28/2023</b>
Approved By: <b>Assistant Director, Human Resources</b>			Date: <b>11/13/2023</b>
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	