

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title: Lead Building Maintenance  
Technician**

**Department: Maintenance**

**Grade I  
H.P.D. 8  
D.P.Y. 260**

**Job Description**

**Date Reviewed: August 2017**

**Reports To: Building  
Maintenance Manager**

**Purpose of Job**

The purpose of this job is to supervise and coordinate the day-to-day activities of structural workers engaged in the maintenance of all school system buildings. Duties include, but not limited to: supervising and assisting staff, preparing, documenting, and prioritizing work orders, and approving methods of maintenance. Additionally, the purpose of this job is to provide building maintenance services for the school system. Duties include, but not limited to: building, repairing and/or replacing doors, windows and roofs, installing teaching aids, providing preventative maintenance and performing additional tasks as assigned by supervisor.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

Serves as Team Leader for structural and furniture repair personnel.

Supervises, directs, and evaluates all structural department personnel, including all building maintenance technicians and senior building maintenance technicians. Handles employee concerns and problems, assigning work, counseling, and recommending disciplinary and other personnel actions.

Assists the General Foreman in the enforcement of rules, regulating codes and standards for the safety of occupants in the schools and administrative buildings as they relate to safety.

Assist in on-site inspections of new schools and renovation jobs; plans material utilization; evaluates employees; ensures that personnel have necessary tools and equipment to complete their mission.

Inspects buildings and maintenance and construction work on a regular basis; confers with the Assistant Foreman and General Foreman and the Building Maintenance Manager regarding findings.

Coordinates outside vendors for structural department construction, maintenance and repairs, including communications, bid proposal, estimates and selecting the vendor.

Provides technical and mechanical assistance to building structural maintenance staff to ensure timely and professional completion of projects.

Prioritizes work assignments based on man-hours and time frame requirements; ensures work orders meet maintenance department targets.

Organizes and directs in-house training of structural department personnel.

Oversees all aspects of installation and maintenance of high-security locking system across entire school system; ensuring all locks are in proper working order, meeting state safety regulations.

Establishes and maintains effective key control system.

Constructs and repairs and/or replaces doors, windows, walls, blocks, building forms, roofs, gutters, floor and ceiling tiles, desks, chairs, cabinets, wall lockers, carpeting, handrails, etc.

Installs sheet-rock, performs skilled carpentry work. Examines blueprints and determines appropriate locations for new construction or repairs.

Inspects new construction and reports deficiencies.

Responsible for all aspects of roof repairs: selecting the appropriate material out of a wide variety of options, troubleshooting to locate leaks, and performing the repair in accordance with State regulatory codes.

Installs and repairs door and window hardware such as locks, panic hardware and closures.

Underpins and constructs stairs and handicap ramps for portable classrooms in accordance with Federal regulatory codes.

Trained and certified as locksmith. Responsible for all locks, door hardware, key cabinets and closures. Disassembles and reassembles multiple types of lock cylinders. Re-pins high security combination locks and tumblers

Installs and replaces screens, dry erase boards and maps; paints walls and doors. Services and repairs bleachers; installs/repairs ceiling grid and tiles and sheetrock walls and ceilings.

Actively assists plumbers and maintenance trades.

Prepares and processes (electronically and hard copy) documentation such as material estimates, inventories, material bills, and work orders.

Utilizes various hand and table tools in the delivery of services including, but not limited to: circular saw, jig saw, drill, tile cutter, table saw, band saw, planer, floor sanders, buffers, jack hammer, roof torch scissor lift and bucket lift.

Performs welding to repair facilities when needed.

Provides preventative maintenance on tools, machinery, vehicles and property ensuring readiness and the achievement of safety standards.

Recognizes occupational hazards and takes appropriate safety precautions. Inspects facilities to determine needed repairs.

Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in a safe operating condition.

**Additional Job Functions**

Provide first line supervision to all employees in the structural maintenance field, supervision will include providing leadership, giving direction, evaluating completed work, training, mentoring, coaching, providing input on employee evaluations, recommending rewards and corrective actions, team building.

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma (or GED)) and Vocational or technical school training required, with a minimum of three years of building maintenance experience, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Valid Tennessee driver's license required.

**KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System and Maintenance Department practices as they pertain to the performance of duties relating to the job of Lead Building Maintenance Technician. Has general knowledge of Maintenance Department practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of hand and table tools etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for medium to heavy work. Must be able to lift and/or carry weight of over one hundred pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange technical information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with

and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Lead Building Maintenance Technician.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with test equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using test equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, test equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye and foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**