

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

**Job Title:** Lead Building Maintenance Technician

**Department:** Maintenance

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

**Job Description**

**Date Reviewed:** July 2023

**Reports To:** Building Manager

**Purpose of Job**

The purpose of this job is to supervise and coordinate the day-to-day activities of the Senior Building Maintenance Technician and the Building Maintenance Technicians engaged in the maintenance of all school system buildings. Duties include, but not limited to supervising and assisting staff. Prepares and oversees work orders to ensure approving methods of maintenance.

**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.**

Responds to work requests from Building Maintenance Dispatcher.

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 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 supervisors regarding findings.

Coordinates outside vendors for structural department construction, maintenance and repairs

Provides technical and mechanical support to all structural trades 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.

Enforces 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, troubleshoots to identify and locate leaks, and performs the repair in accordance with manufacturer's recommendations.

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 high-security locking systems (e.g. doors, door hardware, closures, panic hardware, changes lock combinations, security bolts, etc.) for the purpose of maintaining safe and secure facilities.

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 supports 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, jackhammer, 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.

Establishes and maintains an effective liaison with school employees (e.g. custodians, school administrators and cafeteria managers).

Must have working knowledge to operate scissor lift and vertical lifts.

Responds to routine and emergency service calls including after-hours calls.

Prepares and processes documentation including invoices and work orders, capable of calculating necessary materials for a given job.

### **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.

Supervises, trains, and mentors CMCSS SPED Interns and TCAT Apprentices.

Performs other duties as required.

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

High School Diploma (or Equivalent) 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 comprehensive 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 comprehensive 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.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS****REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of over 100 pounds (20 pounds frequently), standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

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

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

**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.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

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

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**Date**