

PREVENTIVE MAINTENANCE SPECIALIST

DEFINITION

Under direction, to lead and participate in a program of preventive maintenance inspection and repair in an assigned administrative area; and to do related work as required.

TYPICAL TASKS

Supervises and participates in the work of a group of skilled mechanics performing systematic, on-site preventive maintenance inspections of schools and making incidental structural, mechanical and equipment repairs; coordinates inspections with principals; establishes work methods and procedures; spot checks the work in progress for adherence to established practices and standards; makes recommendations concerning the performance of the other work on a scheduled basis to prevent failures and breakdowns; maintains liaison with appropriate central maintenance staff members; maintains records of work performed; prepares reports, work orders and correspondence; attends meetings and conferences; maintains employee time and leave records; operates truck to transport self and others, material and equipment.

EMPLOYMENT STANDARDS

Graduation from high school and two years of supervisory experience in building maintenance and repair; or any equivalent combination of experience and training which provides the required knowledge, skill, and ability.

Good knowledge of accepted trade methods and techniques in the trade area of expertise; working knowledge of the methods, practices, tools and materials of the various other major building maintenance trades; knowledge of administrative procedures; ability to plan, assign and supervise the work of skilled technicians; ability to establish and maintain effective working relationships and communications with staff, school, area and central office personnel; ability to communicate effectively both orally and in writing.

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