

TOWN OF TRUMBULL
UTILITY MAINTENANCE LEADMAN I
BOARD OF EDUCATION

WAGE GROUP: VII

GENERAL STATEMENT OF DUTIES:

1. Directs and performs a variety of tasks in the maintenance of school grounds and buildings
2. Is responsible for evaluating daily work of subordinates or assigned projects
3. Supervises work in the field and schedules work as assigned
4. Assist in the preparation of estimates, and coordinate contractor work in the field
5. Performs landscaping tasks including but not limited to cutting lawns, trimming shrubs and trees, cutting brush and pulling weeds
6. Prepares and maintains athletic fields for athletic events including lining fields
7. Operates motor-driven and hand mowers
8. Plows snow, sands walks and drives, shovels snow, and uses heavy equipment to move snow
9. Operates a variety of motorized equipment including dump trucks; backhoes, tractors, etc.
10. Selects proper supplies and equipment and directs their application for most efficient performance
11. May assist maintenance mechanic as directed in the construction, alteration or repair of buildings and equipment
12. Paints parking lots as required including setting up stencils and laying out parking spaces
13. Installs fence and signs as directed on grounds
14. Delivers and picks up materials and equipment as directed
15. Makes repairs and adjustments to grounds maintenance equipment
16. Performs miscellaneous related tasks as required.

SUPERVISION RECEIVED:

Works under the direction of Plant Administrator, Maintenance Supervisor, or Maintenance Mechanics as assigned.

SUPERVISION EXERCISED:

1. May supervise contractors as assigned
2. May supervise one or more Utility personnel of lower classification as assigned.
3. May supervise one or more individuals or crews as assigned when performing work as related to job description

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Knowledge of building maintenance including building construction alteration, maintenance and repair.
2. Ability to lead and supervise assigned subordinates effectively
3. Ability to use hand tools, power tools, and other motorized equipment as necessary to fulfill job duties
4. Ability to communicate, understand and follow complex oral and written instructions including blueprints and sketches.
5. Ability to organize routine maintenance service or tasks and keep accurate written records
6. Ability to use manual and power tools and mechanical equipment in building repair and maintenance.
7. Considerable strength and stamina including the ability to lift and carry at least 65 lbs.
8. Ability to climb ladders and work on scaffolds and lifts.
9. Ability to work safely and maintain a safe work area at all times
10. Ability to get along well with co-workers, staff, children, contractors and the general public.
11. Ability to use a computer in a Windows environment and a basic knowledge of Word, Outlook, and Excel.
12. Must be available to work night or day shift.
13. Ability to work in climate extremes (heat and sun and extreme cold) as necessary

EXPERIENCE AND TRAINING:

Not less than four (4) years of experience in building maintenance and repairs with at least one year of experience in a crew leader or supervisory capacity and one year performing commercial landscape work. State of CT s CDL license. HS diploma or equivalent.

The following certifications, licenses or experience are **preferred but not required:**

1. State of CT Pesticide applicators License
2. Arborist license
3. Mechanic's certification (ASE, Vehicle Manufacturer's, etc.)
4. At least 2 years' demonstrated experience using ride-on lawn cutting equipment, tractors, or backhoes on a regular basis

