

Santa Clarita Valley Food Services Agency

Position Description

Position: Maintenance Lead	Position Number:
Department/Site: Central Kitchen	FSLA: Non-Exempt
Reports to/Evaluated by: Director of Finance & Administration or his/her designee	Salary Grade: 118

Summary

Plans, coordinates and performs maintenance and repair of industrial/commercial systems and controls for ventilation, air conditioning and refrigeration, food production and processing machinery and systems, facility maintenance, and motor vehicle maintenance.

Distinguishing Career Features

This is a working lead position responsible for the efficient and effective coordination performance of one or more teams of employees. The Maintenance Lead must prioritize projects and services, and apply knowledge of building and infrastructure maintenance in a food production environment.

Essential Duties and Responsibilities

- Coordinates the day-to-day organization and operational activities for maintenance programs including maintenance, repair, cleaning, and operation of utilities, and heating and cooling systems.
- Services and repairs mechanical processing equipment used in food service such as conveyers, work stations, heating units, ovens, and dishwashers. Repairs and may fabricate metal fixtures such as, but not limited to, platforms, rails, rollers, pulleys, and bearings.
- Installs, adjusts, repairs or replaces electric lights, motors, heaters, generators, and other electrical apparatus. Refers complex problems to contractors.
- Monitors and services air handlers to perform at optimal levels. Tests, adjusts, and calibrates mechanical, electrical, and pneumatic control instruments.
- Monitors, inspects, services, and repairs heating, lighting, water, air conditioning refrigeration, water treatment, co-generation, energy reclamation, ventilation and air compressor equipment. Refers complex problems to contractors.
- Responds to reports of cooling and refrigeration problems, suspicious odors, and other urgent situations. Maintains, inspects, diagnoses and makes urgent repairs to steam, gas, water, refrigeration, and air systems. Refers complex problems to contractors.
- Performs carpentry and plumbing repairs. Installs, repairs, or replaces doors, counters, shelves, and storage units and other fixtures. Makes urgent plumbing repairs. Fits and repairs water and other fluid flow lines. Refers complex problems to contractors.
- Maintains service schedule for fire suppression hoods and fire extinguishers.
- Performs routine vehicle inspections for the purpose of ensuring the availability of

vehicles in safe operating condition.

- Maintains vehicle maintenance schedule for all Agency vehicles, arranges for maintenance with an outside contractor on a timely basis. Makes recommendations for vehicle repairs and/or replacements.
- Responds to reports of vehicle trouble, diagnoses malfunctions, and arranges for repair.
- May train and guide the work of other staff and temporary workers assisting with maintenance.
- Meets with Agency staff to identify and resolve problems.
- Assists in the development and implementation of goals, objectives, and priorities for Maintenance operations. Identifies resource needs.
- Ensures the proper use of labor and materials.
- Coordinates maintenance operations with those of other divisions and outside agencies and organizations. Prepares and presents reports and other necessary correspondence.
- Prepares cost, time and labor estimates. Requests these estimates from contractors as needed.
- Oversees compliance with appropriate laws, codes, and regulations. Implements asbestos, hazardous materials, and energy management programs.
- Performs other duties similar to the above in scope and function, as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires working knowledge of electronic and mechanical systems used in high volume food processing, preparation, packaging, and storage. Requires a working knowledge of computer-aided digital, and pneumatic controls. Requires basic knowledge of air handling, refrigeration, and kitchen equipment. Requires basic knowledge of carpentry and plumbing practices. Requires a working knowledge of the uses and purposes of hand and power tools, instruments, and equipment used for general maintenance. Requires a working knowledge of vehicle maintenance and repair. Requires knowledge of safe work practices. Requires sufficient math skills to make measurements and estimate costs. Requires skills in preparing reports and correspondence. Must have full awareness of regulations, policies, codes and laws applicable to the position. Requires sufficient human relations skills to convey information to, and work cooperatively with co-workers and contractors.

▪ **Abilities**

Requires the ability to perform all of the essential duties in the area of specialization with minimal supervision. Must be able to use and maintain the tools, and equipment used during routine performance of duties. Must be able to understand and follow oral and written instructions, maintain routine records and interpret plans and specifications. Requires the ability to promptly respond to urgent repair situations. Requires the ability

to read and interpret blueprints, schematics, and building and fire codes. Requires the ability to maintain records and activity logs. Requires the ability to estimate materials and labor for assignments. Requires the ability to work cooperatively and maintain harmonious relations with staff and contractors. Requires the ability to observe safe work practices and handle hazardous materials according to accepted procedures. Must be able to operate vehicles, equipment and tools used in maintenance and operations of the Agency facility. May periodically work outside with exposure to inclement weather. Requires arm, hand, finger dexterity to operate keyboard and other office equipment. Requires visual acuity to read words, plans, and schematics.

- **Physical Abilities**

Requires the ability perform work of an active nature. Requires the ability to walk and stand for extended periods of time, and manipulate (lift, carry, move) heavy weights of up to 50 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb, stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and operate specialized equipment and tools. Requires auditory ability to hear machinery sounds. Requires near and far visual acuity to read printed materials, moving objects, recognize words and numbers, and observe work setting conditions. Requires sufficient auditory ability to carry on conversations in person and over the phone.

- **Education and Experience**

The position requires a High School diploma or equivalent. Minimum of 4 years of experience maintaining and repairing HVAC units and other related equipment, preferably in a process manufacturing environment.

- **Licenses and Certificates**

Requires a valid California driver's license. Trade license in HVAC preferred.

- **Working Conditions**

Work is performed indoors and outdoors in extreme weather conditions where significant safety considerations exist from full-body physical labor and handling of medium-to-heavy weight materials.