



**Job Title: Lead Maintenance**  
**Exempt: No**

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## **DESCRIPTION**

The Rancho Cielo Lead Maintenance person is responsible for campus-wide maintenance and assisting with the supervision of the Rancho Cielo's Youth Corps crew activities. This position will not only maintain the ranch but also serve as a mentor and supervisor during maintenance activities of the program. The ideal candidate for this position should be able to understand and relate to the youth served by the program while being able to maintain a leadership role.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from Rancho Cielo's Youth Corps Program Manager.  
Exercises supervision over program participants.

## **EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

- Deliver instructions verbally to youth engaged in general maintenance training activities.
- Teach and model the proper use and handling of all hand tools, power tools, and equipment.
- Establish and maintain positive relationship with program participants.
- Follow schedule and general maintenance plan established by Supervisor.
- Maintain and promote safety practices.
- Coordinate tool inventory control and ensure safety of Youth Corps equipment.
- Actively work with other Youth Corps staff to provide real life learning opportunities for youth enrolled in the program.
- Establish and maintain strong working relationships with youth participants.
- Uses and implements discipline Matrix of the program, promotes discipline with empathy.

## **QUALIFICATIONS & REQUIREMENTS**

- Experience working in the general maintenance field; plumbing, electrical trouble-shooting, basic handyman activities, landscaping, use of all kinds of tools.
- Demonstrated sensitivity to and understanding of the diversity, socioeconomic, cultural, disability and risk factors of marginalized youth in the Monterey County area.
- Demonstrated ability to manage, mentor and lead marginalized youth.

### **Ability to:**

- lead general maintenance training activities to ensure that all students learn the basic of general maintenance skills.
- work collaboratively with a team in order to achieve program goals.
- participate in general maintenance training activities.
- make sound decisions when circumstances warrant such action.
- establish and maintain cooperative working relationships.
- establish and maintain effective work relationships with those contacted in the performance of required duties.
- speak English/Spanish desirable

**Training and experience:**

- Forklift/tractor experience desirable
- Warehouse experience desirable

Any combination of training and experience which would provide the required knowledge and abilities:

- High school diploma

**Possession of:**

A valid and appropriate California Driver's license, including a safe driving record.

**Physical Demands:** physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to stand. Employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work environment:** work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level in the work environment is usually moderate/high.
- The work environment is mostly outdoors in a typical construction environment.