



FACILITIES LEAD WORKER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under general supervision leads and participates in the operation of the facilities maintenance programs, including skilled and semi-skilled work in the construction, repair and maintenance of City buildings' air conditioning systems, electrical systems, plumbing, roofing, painting, and cabinetry; maintains appropriate work records; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; assists in the training of assigned personnel, performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Facilities Lead Worker is the lead level class in the facilities worker series responsible for the performance of duties in all related building trades including plumbing, electrical, painting, dry wall, carpentry, and HVAC as required to maintain City facilities in a safe and efficient condition. Incumbents perform skilled and semi-skilled construction, repair and maintenance tasks and provide direction to work crews as required. This classification differs from the next higher classification of Facilities Supervisor in that the latter has overall full supervisory responsibility for facilities maintenance crews in the department.

SUPERVISION RECEIVED/EXERCISED

Receives general supervision from the Facilities Supervisor. Exercises function, technical, and lead supervision over assigned staff.

ESSENTIAL FUNCTIONS *(Include, but are not limited to the following)*

- Leads, reviews, assigns, and performs the work of staff engaged in the maintenance and repair of City buildings, HVAC, facilities, and structures, including carpentry, roofing, drywall finishing, painting, plumbing, and facilities renovation; installs new plumbing fixtures; maintains and repairs fittings, valves, and other fixtures; keeps current on technological changes related to facilities maintenance.
- Recommends and reports service levels to the Supervisor; performs field observations to ensure compliance with department policies, practices, and City ordinances; prepares reports for the Supervisor related to division activities.
- Assigns, directs and participates in work required to install conduits, wires, transformers, circuit breakers, and switches in making additions, extensions, or alterations in electrical service for City buildings and structures; services, repairs, and maintains lighting and power systems, and related equipment; tests, trouble shoots, and repairs electrical systems; replaces light bulbs and ballasts.

- Reads blueprints, schematics, sketches, and electrical diagrams; draws plans for assigned projects; works with and may oversee a variety of outside contractors in installation and repair activities.
- Assists in the monitoring of maintenance and repair contract services; inspects the work of private contract maintenance service providers.
- Diagnoses, repairs, and maintains heating and ventilation equipment; performs maintenance and limited repair of air conditioning equipment; leads others in such activities.
- Builds shelves; constructs or repairs walls, platforms, and ramps; hangs doors; finishes wood and repairs a variety of wooden objects; replaces and/or repairs windows; prepares surfaces for painting; applies paint, varnish, enamel, or other protective finishes to various surfaces; leads others in such activities.
- According to established procedure, purchases materials, equipment, and supplies necessary to complete the maintenance or repair task; maintains an adequate supply and material inventory; maintains accurate records.
- Responds to questions and concerns from City staff and the general public; provides customer services and information as appropriate and resolves public service complaints or questions.
- Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties; evaluates assigned work activities; estimates time, materials, and equipment necessary for the successful completion of assignments; acquires necessary resources as is appropriate.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes or airborne particles, and the incumbents may be exposed to mechanical and electrical hazards. Must be certified by a physician as fit to wear a respirator (must be prepared to shave on demand). The nature of the work also requires the incumbent to, climb ladders, work at heights over 20 feet; use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and often work with constant interruptions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Facilities Lead Worker. A typical way of obtaining the required qualifications is to possess the equivalent of three years of general repair and maintenance experience in one or more of the building trades, and a high school diploma or equivalent.

License/Certificate

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of a Type I and II HVAC/R certification within 12 months of appointment and CPR/1st aid certification is required.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of: Building codes, OSHA regulations, Lock-out/Tag-out, Fall Protection, Confined Spaces, and MSDS procedures; materials, tools, and methods used in general building repair and maintenance; techniques and procedures used in advanced journey level carpentry, masonry, painting, plumbing, fire protection systems, sheet metal, HVAC and commercial kitchen equipment maintenance and repair; knowledge of electrical systems used in commercial facilities; safe work practices and the use and care of hand and/or power tools; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices, including those for high and low voltage systems.

Ability to: Perform light and finish carpentry, plumbing, electrical, painting, and mechanical repair work; work or lead staff in aerial lift trucks up to 50 feet; work safely, independently, and with others; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing in proper English; establish and maintain effective working relationships:

Skill to: Safely and effectively operate a variety of equipment, including power and hand tools in the repair, diagnosis, and construction of facilities and their systems.

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