

LEAD BUILDING MAINTENANCE WORKER

DEFINITION

Under general supervision, serves as a lead worker and assumes significant responsibilities for the general maintenance, repair, and inspection of buildings, exterior hardscape structures, and playground structures. Supervises, organizes, trains, and provides direction to assigned personnel. Performs a variety of skilled tasks that include painting, carpentry, plumbing, roofing, electrical, and heating, ventilation and air conditioning (HVAC), and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Building Maintenance Worker I/II classification series by the performance of more skilled and complex maintenance and repair tasks, and the requirement to oversee, lead and train subordinate employees. Incumbents may also perform all the duties customarily performed by a Building Maintenance Worker I/II.

EXAMPLES OF DUTIES

Leads and performs complex skilled maintenance and repair work at the journey level in one or more of the following trades: plumbing, electrical, HVAC, painting, or carpentry. Repair and maintain door hardware and locks, roofs, fencing, floor and wall covering, and park and playground structures.

Prepares the detailed planning, scheduling and organization of the work of assigned personnel; checks work of assigned crews to see that work is done properly and expeditiously; confers with Supervisor on significant deviations; prepares cost estimates as required; may assist in the preparation of annual budgets, including capital improvements; assists in projecting personnel, equipment, and material needs; opens and completes work orders; maintains records concerning installations, repairs, and the condition of the facility or site of assigned work; makes recommendations for improvements, additions, alterations and repairs; inspects work performed by outside contractors; supervise and enforce rules and regulations on assigned personnel; assists in preparing employee performance evaluations; conducts effective training on the operation and maintenance of equipment; monitors work site safety; advises on safety precautions and instructs personnel in the technical aspects of work performed; responds

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to inquiries and complaints pertaining to the work of the Building Maintenance Section as directed; other duties as assigned.

Operate hand and power tools, and heavy equipment common to general construction and building repairs. Read and interpret construction plans and specifications; prepare cost estimates; and meet with and oversee assigned personnel, contractors and vendors.

MINIMUM QUALIFICATIONS

Knowledge of: Methods, materials, tools and equipment required in carpentry, painting, electrical, plumbing, HVAC, other building systems, and associated equipment. Practical aspects of supervisory principles and practices including effectively maintaining a work environment that is free of discrimination and harassment; elements of work scheduling; labor and material cost estimating for Public Works Maintenance projects; basic recordkeeping and budget procedures; safety principles and practices used in building maintenance work; provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles; applicable Federal, State and local laws, codes and regulations.

Ability to: Supervise, schedule, train, and direct the work of assigned personnel; follow oral and written directions; prepare clear and accurate reports; prepare and maintain accurate records; read and interpret plans and specifications; be available in an emergency for night and weekend work; operate and maintain all types of specialized equipment used in the maintenance of public buildings, facilities, and playground structures; perform skilled and semi-skilled tasks; organize and direct building and park and playground structure projects; analyze situations effectively and develop appropriate solutions to correct problem areas, communicate in a professional manner with various personnel, including personnel from other City Departments, city residents, engineering consultants and industry representatives; communicate clearly and concisely with contacts both verbally and in writing, as needed, to perform one's assignments, interact positively and cooperatively with co-workers, respond politely to customers, work as a team member, function under demanding time pressures, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Three (3) years of increasingly responsible experience in performing skilled work in the maintenance, repair, and/or construction of public facilities, park and playground structures, and related structures.

Education: Graduation from high school or equivalent. Associate of Arts Degree or higher in related field desirable.

Physical Requirements: Moderate and sometimes strenuous exertion required, including sustained walking, standing, bending, kneeling, crawling, climbing, and lifting. Works in adverse weather conditions from time to time. Exposure to dirt, dust, noise, uneven surfaces, and/or extreme heat or cold when in the field and may be required to sit for long periods using a computer and other electronic equipment.

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License: Possession of a valid Class "C" California Driver's License (including acceptable driving record).

Certifications: Possession of a Playground Safety Inspector Certification issued by the National Recreation and Park Association, or ability to obtain Certificate within 12 months.

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