

FACILITIES LEADWORKER

DEFINITION

To perform skilled craft and leadworker tasks providing assistance, training and direction to personnel involved in repairing and maintaining City buildings.

Examples of maintenance performed include: monitoring of periodic preventive maintenance program, electrical and lighting repair, interior painting, repairs and adjustments to heating, ventilation and air conditioning systems (HVAC), locksmith services, plumbing repair, appliance installation and repair, carpentry repair, furniture repair and refinishing, minor roof repair, alterations and remodeling of City offices, and minor repairs and inspection of emergency equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fleet and Facilities Manager.

Provides working lead direction to assigned facilities maintenance personnel.

ESSENTIAL DUTIES

1. Plans, coordinates, directs and assists maintenance work crews in response to work orders, work requests or emergency trouble calls in City-owned buildings.
2. Reviews work requests, determines priorities, assigns and supervises work, orders parts and materials and assists in completion of work.
3. Inspects building systems and equipment and coordinates appropriate repair or replacement activities.
4. Establishes and maintains preventive maintenance schedule for systems and equipment.
5. Maintains records of material, labor and supplies.
6. Assists in providing material cost estimates, work force requirements, system information, and work progress.
7. Assists in the establishment and modification of employee work schedules.
8. Provides safety training of employees.

OTHER JOB RELATED DUTIES:

1. Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

- A. General knowledge of building maintenance practices and procedures.
- B. Knowledge of federal, state and local building codes.
- C. Knowledge of the theory of the operation, repair, maintenance and preventive maintenance procedures relating to City owned building equipment.
- D. Knowledge of Occupational Safety and Health Act Safety requirements and related devices and equipments.
- E. Ability to read and work from blueprints, schematics, sketches, piping diagrams, oral and written instructions.
- F. Ability to convey concise written and verbal instructions to staff and outside contractors.

EXPERIENCE AND TRAINING

Any combination equivalent to experiences and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Three years experience as a journey-level crafts person as a carpenter, electrician, facilities mechanic, or painter, one year of which included responsible supervisory or lead experience.

Training

Equivalent to completion of the eighth grade and graduation from trade school, completion of an apprenticeship program or comparable on-the-job training.

License

Possession of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS: Essential duties require the following physical abilities and work environment: ability to sit, stand, walk, climb and lift up to 60 pounds and to work outdoors and in confined workspace; ability to withstand exposure to noise, vibration, chemicals, explosive materials and mechanical and electrical hazards.

PROBATIONARY PERIOD Six months

300CS93

June 1993

AAP GROUP: 18

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt

FACILITIES LEADWORKER - SUMMARY OF ADA
ESSENTIAL DUTIES DOCUMENTATION

DUTIES

1. SDE
2. SDE
3. SDE
4. MME
5. MDE
6. MAE
7. OAE
8. OAE

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