

LEAD FACILITY MAINTENANCE WORKER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, leads, oversees, reviews, and participates in the more complex and difficult work of staff responsible for the maintenance, repair, and construction of City facilities including plumbing, carpentry, electrical, remodeling, painting, and a variety of other related craft work; maintains and operates a variety of hand, power, and shop tools; ensures work quality and adherence to established policies and procedures; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Facility Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision to assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Lead, plan, train, and review the work of staff responsible for the maintenance, repair, and construction of City facilities including plumbing, carpentry, electrical, remodeling, painting, and a variety of other related craft work; discuss work to be performed with management staff; plan and implement assignments; assist maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
2. Train assigned employees in their areas of work including facility maintenance methods, procedures, and techniques.
3. Supervise the use, care and operation of facility maintenance tools and equipment; train and instruct employees in the safe operation of facility maintenance tools and equipment.
4. Request and organize bids from vendors.
5. Work within a budget; code invoices for payment; verify completed work and recommend payment.
6. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
7. Oversee and participate in maintaining internal and external facility lighting fixtures including replacement of ballast, light bulbs, and fluorescent tubes as necessary.

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8. Oversee and participate in performing a variety of carpentry duties; install, repair, and build doors, windows, shelves, counters, floors, wallboard, railings, fences, and walls.
9. Oversee and participate in troubleshooting various electrical problems involving electrical lines, street lights, panels, switches, pumps, motors, conduits, controls, and sensors; repair and replace electrical fixtures, switches, and related equipment using a variety of materials, tools, supplies, and equipment.
10. Oversee and participate in making minor repairs and adjustments to heating and air conditioning systems and components.
11. Oversee and participate in installing, maintaining, and repairing a variety of plumbing fixtures and fittings including sinks, toilets, faucets, and related equipment; repair leaks and stoppages.
12. Oversee and participate in performing general maintenance duties inside and outside of facilities; install and repair masonry including concrete, brick, stucco, plaster, and tile; perform maintenance painting including application of paints, varnishes, and lacquers; install, repair, and adjust appliances; perform necessary preparation and clean-up work.
13. Operate various maintenance equipment and hand and power tools in a safe and efficient manner; maintain tools and assigned equipment; perform preventive maintenance on equipment.
14. Inspect work of contractor for conformity to specifications; recommend corrective actions as necessary.
15. Provide courteous customer service; respond to questions and inquiries from City staff and the general public regarding various maintenance projects; resolve customer problems or complaints.
16. Maintain cleanliness of assigned work areas and facilities; adhere to safety practices and regulations and protect the safety of other employees and the public who may be in or near the work site.
17. Attend trainings and safety meetings as necessary.
18. Prepare basic records and reports of work accomplished and maintenance requests.
19. Estimate time, materials and equipment required for jobs assigned; requisitions materials as required.
20. Oversee and participate in performing special projects as required.
21. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a facilities maintenance, repair, and construction program.
- Principles of lead supervision and training.
- Advanced materials, methods, terminology, and tools used in the maintenance, repair, and construction of building structures and systems including those used in performing rough and finished carpentry, plumbing, electrical, remodeling, painting, and a variety of other craft work.
- Operation and maintenance of a wide variety of commonly used hand and power tools and equipment used in facility maintenance.
- Mathematical principles.
- Principles and practices of record keeping.
- Basic report preparation.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Lead, organize, and review the work of staff.
- Instruct and direct proper work methods.
- Identify and implement effective courses of action to complete assigned work.
- Interpret, explain, and enforce department policies and procedures.
- Provide input on employee performance.
- Oversee and perform a full range of semi-skilled and skilled tasks involved in a variety of building maintenance, repair, and construction activities including those requiring rough and finished carpentry, plumbing, electrical, remodeling, painting, and a variety of other craft work.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Measure and calculate angles, lengths, and volumes.
- Design lay outs and prepare sketches and plans for construction jobs.
- Perform a variety of tasks and moderately heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Operate an office computer and a variety of word processing and software applications.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Estimate material and labor needs for maintenance projects.
- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.
- Ensure adherence to safe work practices and procedures.
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Work with the GIS mapping system and input finished work orders into the maintenance management system.
- Prepare and maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in facility maintenance.

Experience:

Two years of journey level facility maintenance, construction, carpentry, electrical, plumbing, painting, and general maintenance work comparable to a Facilities Maintenance Worker II with the City of Antioch.

License or Certificate:

Possession of, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed in both indoor and outdoor field environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, solvents, gases, electrical currents, machinery, and all types of temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; work at heights.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

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This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.