

**CLASS SPECIFICATION**  
**Lead Facilities Maintenance Worker**

**GENERAL PURPOSE**

Under direction, provides lead work direction and participates in the work of semi-skilled craft workers engaged in the construction, alteration, modification, maintenance and repair of City-owned buildings, structures, offices, facilities and associated mechanical and electrical systems; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Lead Facilities Maintenance Worker is the lead-level class in the facility maintenance class series. An incumbent is responsible for providing lead work direction, technical assistance and training to an assigned staff of custodial and facilities maintenance employees. The incumbent is responsible for overseeing, inspecting and participating in the work of unit personnel.

Lead Facilities Maintenance Worker is distinguished from other maintenance classes by the incumbent's responsibility for providing lead work direction to assigned staff and the incumbent's specialization in performing facility maintenance duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides lead work direction and plans, schedules, oversees, inspects and participates in the work of semi-skilled craft personnel engaged in the construction, alteration, maintenance and repair of City-owned buildings, structures, offices, facilities and associated mechanical and electrical systems; ensures compliance of the section's activities to pertinent codes, regulations and guidelines; coordinates the work of the section with other departments and divisions.
2. Ensures the performance of predictive and preventive maintenance programs; conducts regular inspections of City buildings and facilities to determine needed maintenance and repairs; receives and checks forms and work requests for accuracy and confers with City staff regarding work orders and service requests; estimates labor, material and equipment requirements for assigned work and projects; ensures work orders are closed out properly by staff; generates work requests as needed.
3. Plans and lays out jobs from blueprints, drawings, sketches or verbal instructions; maintains records of work performed in the form of blueprints, drawings, specifications and completed work orders; prepares specifications for assigned projects.
4. Provides lead work direction and participates in building trades work; reads and draws sketches of new carpentry projects or additions; installs and repairs drywall; paints, stains and textures walls, fences, furniture, ceilings and metal surfaces; removes graffiti; replaces and seals glass panes; installs

miniblinds or other window treatments; makes repairs to roofing, drains and gutters; pours concrete for securing equipment, fence posts and general repairs; lays and repairs flooring, carpet, laminate and tile; sets up and breaks down metal scaffolding.

5. Oversees and participates in the installation, troubleshooting and repair of electrical and electronic systems, machinery, motors, devices, controls and related systems; installs and tests circuits; connects emergency generators to transfer switches; connects electrical wire harnesses to modular furniture; tests security alarms and panels; sets up computer peripherals.
6. Oversees and participates in troubleshooting and repairing heating, ventilation and air conditioning systems; operates boilers and monitors temperatures and pressures; monitors computerized control systems and corrects airflow and temperature problems.
7. Oversees and participates in installing new plumbing fixtures and piping and repairing a variety of plumbing fixtures and equipment.
8. Oversees and participates in installing and repairing furniture; assembles and reconfigures modular furniture and panel systems; installs ergonomic equipment on desks and work surfaces; delivers, picks up and stores furniture.
9. Oversees and participates in performing locksmithing duties; performs minor repairs on doors, gates and moveable walls; re-keys locks on doors and equipment; installs new doors, door closers and door hardware; troubleshoots and fixes electronic door locks and cardreaders; opens doors and facilities using master keys.
10. Repairs and fabricates metal equipment and materials; solders copper wiring and wire components; cuts and trims metal materials using oxyacetylene torches, plasma arc machines and sawing equipment.
11. Requisitions parts, tools, equipment and material for assigned work and projects; makes online and telephone purchases from vendors; tracks and reconciles credit card purchases monthly.
12. Performs emergency and routine cleanups in public restrooms and other areas; performs inspections to ensure proper sanitation in restrooms, showers and locker rooms; inspects work done by janitorial services contractors to ensure work is performed satisfactorily; maintains stock of janitorial supplies; cleans refrigerators, bottled water dispensers and other equipment; sanitizes drains; recycles paper, cans, bottles and toner cartridges according to City policy; performs hazardous materials and other cleanups involving biological and blood-borne pathogens.
13. Responds to complaints or inquiries by phone or in person.

#### **OTHER DUTIES**

1. Operates vehicles to travel to various City sites.
2. Responds to emergency situations, including those occurring after normal working hours.
3. Performs meeting setups.
4. Hangs pictures, maps, plaques and banners.

5. Pulls building permits as required.
6. Maintains City flagpoles and flags; hangs banners on buildings as required.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Methods, practices, techniques, tools and material used in the building trades, including welding, carpentry, painting, electrical, HVAC and plumbing.
2. Federal, state and local laws and regulations applicable to assigned areas of responsibility.
3. Applicable building and fire codes.
4. Principles and practices of budgeting, purchasing and maintenance of public records.
5. Research methods and analysis techniques.
6. Principles and practices of sound business communications.
7. Safe work practices and safety equipment related to the work.
8. Computer software applications related to the work.
9. Principles and practices of effective supervision.
10. City human resources policies and procedures and labor contract provisions.

### **Ability to:**

1. Plan, organize, supervise, assign, inspect and evaluate the work of others.
2. Select, motivate and evaluate staff and provide for their training and development.
3. Analyze complex facility maintenance problems, evaluate alternatives and recommend or adopt effective courses of action.
4. Develop and implement work standards.
5. Read and interpret plans, blueprints, sketches and work requests.
6. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
7. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
8. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
9. Establish and maintain effective working relationships with City management, staff, contractors, vendors and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from graduation from high school, or G.E.D. equivalent; and four years of journey-level experience in one of the building trades, at least one of which was in a lead capacity; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with City management, staff, contractors, vendors and others encountered in the course of work.

**WORK ENVIRONMENT**

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

While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet. The employee may occasionally be required to work in outside conditions, exposed to wet and/or humid conditions, where the noise level may be loud.