

CITY OF LAKE ELSINORE

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 direction, leads, oversees, reviews, and performs work activities and duties assigned to the facilities maintenance crew; assists in the supervision of contracted facilities maintenance work; assumes responsibility for the more difficult and complex tasks; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Facilities Lead Worker** is the lead/advanced journey level class responsible for a wide variety of maintenance and construction tasks. Incumbents perform skilled work in the maintenance and repair of facilities including building, landscape and irrigation systems. This classification is distinguished from the next lower classification of Maintenance Worker II by the difficulty and complexity of assignments and the performance of lead responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Public Works Superintendent. Exercises technical and functional supervision over assigned maintenance staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Leads, oversees, reviews, and performs the work of staff responsible for maintenance, repair, construction, and installation; develops and implements crew assignments; assists maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
- Assists the Public Works Superintendent with evaluating service and equipment needs and in developing work methods and procedures; assists in prioritizing requests for service and scheduling work; assists in the development of plans to meet future service needs.
- Supervises, inspects and participates in facility maintenance activities, including minor electrical, painting, dry wall repair, irrigation repair, and replacement of plywood on home run fence; assists with the coordination of contracted facilities maintenance work; inspects and supervises work performed by contractors to ensure compliance with City regulations and standards.
- Operates a variety of equipment, including cushion vehicles, generators, and a variety of power and hand tools; identifies and responds to facilities maintenance problems; operates trucks, boom trucks, hydraulic lifts and other maintenance vehicles and equipment; maintains responsibility for all fire extinguisher, sump and backflow certifications.

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- Oversees and enforces facilities maintenance contract duties and responsibilities; maintains responsibility for fire and health department walk through inspections; ensures that facilities alarm system is serviced and functioning at all times.
- Supervises the operation and upkeep of maintenance equipment and/or machinery, including trucks, mowers, cushion vehicles, tractors, power tools and equipment; assists in the training of lower level personnel in the areas of work; ensures adherence to safe work methods, procedures and practices; identifies training opportunities and needs; makes recommendations to higher level staff; participates in the evaluation of assigned maintenance personnel.
- Investigates service requests and complaints made by the public; works with appropriate City staff to resolve issues; explains priorities, programs and policies to the public when required; responds to emergency calls from the public and other agencies and takes appropriate action.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work projects; estimates time, materials and equipment necessary for the successful completion of the project; acquires necessary resources as is appropriate; prepares and maintains records of labor, equipment and material used; writes reports and correspondence on work performed.
- 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 movement 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 25 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, dust and air contaminants, and may be exposed to mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, enter confined spaces, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions 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 experience in facilities maintenance, or related work, and a high school diploma or equivalent. Supplemental college courses in maintenance, management or supervision are highly desirable.

License/Certificate:

Possession of, or ability to obtain a valid class C California driver's license; ability to obtain a valid class A or B driver's license within the first year of employment; ability to obtain certification from the University of California Extension in "safety through maintenance and construction zones."

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern practices, techniques and materials used in maintenance, construction, mechanics, and repair of public facility and facilities operations; operational characteristics of specialized maintenance tools and equipment; principles and practices of irrigation design, operation, maintenance and repair; methods and techniques of supervision, training and motivation; principles and practices of project design and cost estimating; basic principles of contract supervision; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Oversee and perform maintenance, repair and installation of facilities facilities; operate a variety of tools and equipment used in maintenance; estimate time and materials for completion of projects; read and interpret blueprints, diagrams and sketches; prepare drawings and sketches; perform heavy manual labor; drive and operate trucks, hydraulic lifts and maintenance equipment; plan, organize and direct the work of subordinate staff; respond to after hours call-outs as assigned; work special events as assigned; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of maintenance and construction equipment, tools and materials; operate an office computer and applicable software.