

# **FACILITIES MAINTENANCE SPECIALIST, LEAD**

## **JOB PURPOSE AND SUMMARY**

An employee in this classification is responsible for leading the work of journey level specialists, helpers, and entry level workers. Responsibilities include monitoring the preventative maintenance program, gathering information for program updates or modifications and conducting inspections according to an established procedure. Incumbents provide daily routine guidance to Maintenance Specialists and Helpers through assigning and prioritizing work assignments. The Lead Facilities Maintenance Specialist is expected to respond to and resolve technical problems in accomplishing assigned work.

## **CLASSIFICATION DISTINCTIONS**

This is an advanced journey level maintenance position with lead responsibilities for journey level specialists, helpers and entry level workers. This classification is the highest level in the Facilities Maintenance job family. As with the Facilities Maintenance Specialist class incumbents at the lead level are required to have completed the equivalent of a structured apprenticeship program and, where applicable, hold the appropriate trades license or card. Incumbents assign, coordinate, monitor and evaluate work; provide technical assistance; resolve minor work or personnel problems; and make recommendations to the Operations Supervisor regarding employee evaluation, discipline, training, major job reassignments and recruitment selection. The distinction between the Lead and the Specialist is that the Lead has on-going, daily responsibility for scheduling and monitoring the work of specialists and helpers. The incumbent plans and carries out the work, requiring independent decision making, and is expected to resolve problems, in accordance with instructions, policies and accepted practice.

**KEY OR TYPICAL TASKS AND RESPONSIBILITIES:** (The listed examples may not include all tasks which may be found in positions of this class)

- Monitors or assists with the facilities preventative maintenance program for County facilities, conducting periodic inspections, and determining necessary modifications or updates.
- Determines methods, materials and equipment required for maintenance and repair jobs and arranges for/or assures their availability.
- Provides work assignments for journey level Specialists, apprentice workers and helpers in coordination with management staff; inspects completed work for compliance with maintenance procedures; provides performance evaluation recommendations of assigned staff to management; responds to requests for assistance or guidance from assigned employees.

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- Performs monitoring of journey level work in one or more trade specialty areas, such as carpentry, electrical, plumbing, heating/ventilation, and electronics and assists other workers with more complicated assignments.
- Assists management staff with prioritizing and scheduling work orders and projects, and collecting and compiling data to assist in implementing and maintaining the Maintenance Management System for Buildings and for preparation of reports.
- Prepares cost and materials estimates for non-scheduled maintenance work as directed.
- Develops and maintains awareness of new methods and materials for building repair and maintenance.
- Maintains various required records and reports.
- Performs related duties as assigned.

## **QUALIFICATIONS**

- Completion of a trades apprenticeship program leading to the equivalent of a Journey card or license in the assigned specialty area; or four years work in a journey level position and;
- Four years of general experience in building maintenance, construction, or an additional trade; and
- Two years of experience in leading work groups in the completion of projects; and
- Possession of a valid motor vehicle operator's license; and
- Ability to successfully pass a comprehensive background check.
- Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

**Knowledge of....**methods, tools and materials used in the assigned trade and in commercial building maintenance and repair; preventive maintenance procedures; codes and regulations applicable to the specialty system and building maintenance in general; purchasing and bid requirements; project coordination and monitoring; computer systems used in building system diagnosis; occupational hazards and safety precautions associated with the trades.

**Ability to....**view, diagnose and repair a variety of complex equipment within the assigned specialty trade; read building construction plans, blue prints, and equipment instruction manuals; demonstrate sufficient strength, agility and dexterity to perform the work of the position; schedule and assign work to subordinates; prepare cost estimates and bid specifications; maintain accurate records; communicate effectively with others encountered in the course of the work; safely use and care for tools and equipment.

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**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

Incumbents typically perform physically demanding work involving standing or bending for extended periods of time, climbing ladders, stooping, crawling and working in confined areas, lifting equipment and materials, and working in varied weather conditions. Essential tasks include using a variety of hand and electric tools and equipment, operating diagnostic and other personal computers, driving a county or personal vehicle, guiding and assigning the work of others; and performing work in potentially hazardous conditions.

Incumbents may be on call 7 days a week, 24 hours a day, for emergency response services, and after hour's maintenance calls and requests.

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