



JOB DESCRIPTION

Facilities Maintenance Worker, Lead

Date Prepared: March 2014

Class Code: 7735

SUMMARY: Under general supervision, performs a variety of maintenance and repair work to the City's facilities, building systems and functions. Work responsibilities extend to providing work direction to building maintenance work crews.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provides daily work direction over work crews; prepares employee time sheets, work reports, purchase and contract documents.
- Requisitions supplies and materials.
- Provides tools and equipment to work crews.
- Communicates with other City departments.
- Coordinates, schedules and inspects contracted services, including landscaping, fire life safety alarms, HVAC, janitorial and elevator services.
- Performs roofing maintenance and repairs.
- Performs fuel pump maintenance and repairs.
- Performs emergency generator trouble shooting and repairs.
- Performs maintenance and repair of the air conditioning systems.
- Checks lighting systems; performs maintenance and repairs as needed.
- Inspects electrical systems; performs maintenance and repairs as needed.
- Inspects plumbing systems; performs maintenance and repairs as needed.
- Inspects fuel systems; performs maintenance and repairs as needed.
- Performs City housing maintenance and repairs.
- Performs janitorial services.
- Conducts fire safety certifications; performs monthly and annual inspections and certifications.
- Inspects and certifies emergency generators.
- Performs periodic safety inspections; identifies and recommends corrections to safety hazards to ensure the health and safety of the employees and residents of the City.
- Conducts monthly and annual inspections of the City Hall elevator.
- Alerts the supervisor regarding unusual issues or concerns.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND five years of journey level building trades and building maintenance, construction and repair experience, including two years of supervisory or lead experience complimented with related coursework.

Knowledge of:

- City organization, operations, policies, and procedures.
- Electrical codes and ordinances.
- City-owned facilities and layouts.
- Inspection principles and practices.
- Building maintenance and repair practices and methods.
- HVAC systems.
- Electrical, plumbing, carpentry and building construction practices and methods.
- Troubleshooting methods.
- Principles and practices of effective employee supervision.
- Principles and practices of project management.
- Customer service standards and protocols.

Skill in:

- Using power and hand tools.
- Operating various motorized vehicles and equipment.
- Reading and interpreting blueprints, plans and schematics.
- Directing the work of other staff.
- Following verbal and written instructions and procedures.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with supervisors, co-workers, vendors, suppliers, contractors, sub-contractors and the general public.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License. A Class B Commercial Driver's License may be required.

EPA Renovator certification.

Forklift Operator certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed both in an indoor and outdoor work environment. May be exposed to dangerous machinery, extreme weather conditions, hazardous chemicals and infectious diseases. May be required to climb ladders. May be required to work at considerable heights. May be required to work in confined spaces. May be required to lift and carry items weighing up to 50 pounds.