

PROPERTY MAINTENANCE LEADWORKER

Definition

Under general supervision, provides lead direction and participates in semi-skilled and skilled facility maintenance and repair work.

Distinguishing Characteristics

Property Maintenance Leadworker is the advanced working/lead level class in the Property Maintenance Worker series. Incumbents are expected to resolve operational problems at various work sites requiring some discretion regarding methods or materials used in municipal facility maintenance and repair. This class differs from Property Maintenance Worker II in that incumbents of the latter do not have lead responsibilities. It differs from Facilities Maintenance Supervisor in that incumbents of the latter supervise skilled and semi-skilled building maintenance personnel.

Typical Duties

(May include but are not limited to the following.)

Provides lead direction and performs various semi-skilled and skilled tasks related to the routine operation and maintenance of heating and air conditioning equipment, plumbing, and minor electrical, carpentry, painting and general maintenance work.

Operates and makes minor repairs to electronic and motorized doors, pumps, and fans.

May help craft workers in the installation, renovation, repair, or minor construction of city-owned facilities and buildings.

Maintains records of maintenance and repairs performed on equipment and buildings.

Operates various motorized equipment in the performance of maintenance and repair work.

Assigns routine and special tasks to subordinates.

Trains subordinate staff in proper work methods.

Assembles, disassembles, arranges, moves and performs maintenance on office furnishings and equipment.

May assemble, disassemble, arrange, move, and perform maintenance on modular office furnishings.

May be required to work in high places from ladders, booms and lifts.

Performs minor emergency roofing repairs.

Performs minor welding repairs.

May be required to respond to call-backs after working hours.

Performs related duties as required.

Knowledge, Abilities, and Skills

(The following are a representative sample of the KSA's necessary to perform essential duties of the class)

Considerable knowledge of the methods, tools, and equipment used in building maintenance and repair work.

Knowledge of safe work practices.

Knowledge of the operation and minor maintenance and repair of heating and cooling systems.

Ability to maintain records of maintenance and repairs performed on equipment and buildings.

Skill in the safe operation and use of hand and power tools common to building maintenance and repair, including plumbing, minor electrical, mechanical, painting, carpentry, welding and related work.

Skill in the operation of various motorized equipment (tractors, forklifts, etc) used in the performance of maintenance and repair work may be required.

Ability to install, maintain, and repair plumbing, irrigation and drainage systems.

Ability to perform minor carpentry and construction work.

Ability to make minor mechanical and electrical repairs.

Ability to effectively provide lead direction and training to subordinates.

Ability to communicate effectively and understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with supervisors and fellow employees, and with others contacted in the course of work.

Ability to deal with the general public in a courteous, cooperative manner.

Ability to perform the duties described under adverse weather conditions.

Minimum Qualifications

Two years of experience equivalent to that gained as a Property Maintenance Worker II with the City of Fresno.

Special Requirement(s)

Possession of a valid California Driver's License at time of appointment.

APPROVED: (Signature on File)
Director

DATE: 11/12/2003

AG:JC:CW:jl:11/12/03