

## **PROPERTY MAINTENANCE LEADWORKER**

### **DEFINITION**

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

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from a Manager or designee. Exercises no supervision.

### **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. This classification is limited to routine and preventative maintenance and repair, with more complex and technical work performed by skilled maintenance personnel and trades workers.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include but are not limited to the following:*

Provides lead direction and performs various semi-skilled tasks related to the basic 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.

Assists 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.

Works from high places such as ladders, booms, and lifts.

Performs emergency roofing repairs.

Performs metal fabrication including minor welding.

Responds to call-backs after working hours as needed.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

The methods, tools, and equipment used in building maintenance and repair work.

Safe work practices.

The operation and minor maintenance and repair of heating and cooling systems.

#### **Skill/Ability to:**

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

Safely operate and use of hand and power tools common to building maintenance and repair, including plumbing, minor electrical, mechanical, painting, carpentry, welding and related work.

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

Install, maintain, and repair plumbing, irrigation and drainage systems.

Perform minor carpentry and construction work.

Make minor mechanical and electrical repairs.

Work from high places such as ladders, booms, and lifts.

Effectively provide lead direction and training to subordinates.

Communicate effectively and understand and follow oral and written instructions.

Use standard office equipment including computers, laptops, cell phones, handheld tablets, and various software applications.

Understand and work from technical materials, blueprints, drawings, schematics, or other related materials.

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

Deal with the general public in a courteous, cooperative manner.

Perform the duties described under adverse weather conditions.

## **MINIMUM QUALIFICATIONS**

### **Education:**

Possession of a High School Diploma or equivalent GED completion.

### **Experience:**

Three (3) years of experience performing semi-skilled level facility maintenance and repair work.

## **SPECIAL REQUIREMENT(S)**

Possession of a valid California Class C Driver's License is required at time of application and continued maintenance throughout the entire term of employment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve heavy work exerting up to 100 pounds of force occasionally with assistance, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

APPROVED: Signature on File  
Director of Personnel Services

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