

DESCRIPTION: Under limited supervision, leads an assigned maintenance staff, on a continuous basis, in building, equipment, and utility construction, installation, maintenance, and repair duties in one or more of the building and mechanical trades. Incumbents also perform skilled maintenance and repair work in a variety of building and equipment maintenance activities; performs related work as required.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the fourth level in a series of seven (Technician I, Technician II, Specialist, Leader, Supervisor, Manager I, and Manager II). Positions at this level are distinguished from the lower classification levels by regular, on-going assignment of work leader responsibilities over other skilled, semiskilled, and unskilled facility maintenance workers. The work leader assists an employee who has been assigned regular, full supervisory authority, responsibility, and accountability. Typical elements of work direction over other positions by a work leader include scheduling and assigning work activities, monitoring workflow and progress, checking work products and services provided, and enforcing work standards.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Receives or initiates work assignments; schedules, assigns, coordinates, and guides the work assignments of other maintenance workers in accordance with established work flow/assignment requirements, to assist supervisory staff in the timely accomplishment of the assigned workload.

Reviews and reports on the work performance of co-workers to determine overall conformity to established timetables and quality standards, and to document and communicate employee production levels and training needs.

Trains maintenance workers, as directed, in specific task and job practices and procedures of the building and mechanical trades to improve and maintain the performance levels of these employees.

Schedules preventative maintenance for equipment and machinery to ensure that necessary inspection, adjustment, and replacement of parts is made prior to malfunctions or safety hazards occurring.

Estimates time, cost, and materials needed to install, replace, repair, or modify buildings and equipment to provide others with information necessary to determine whether or not work should be done.

Records time spent, materials used, supplies and equipment purchases, and other necessary information to accurately determine the cost of work performed.

Confers with supervisory personnel and agency staff to discuss the construction or modification of offices or other rooms to determine the most appropriate location of equipment and fixtures.

Orders supplies, materials, and equipment to maintain adequate stock levels of commonly used items and to obtain unusual or special purpose items for specific jobs to be performed.

Performs skilled painting, carpentry, plumbing, electrical, welding, and/or masonry work in the major renovation and construction of building structures and related systems and equipment.

M84160 – FACILITY MAINTENANCE LEADER (continued)

Instructs and/or performs skilled work in operating and maintaining building control systems including pneumatic, electric, electronic, and computerized controls and systems.

Inspects mechanical, electrical, heating, cooling, and other equipment to determine if the equipment is operating correctly, and to determine maintenance and service needs.

Adjusts, lubricates, repairs, and replaces worn parts on equipment to ensure proper working order; performs scheduled maintenance to extend the useful life of equipment and to reduce or eliminate safety hazards.

Instructs helpers in skilled trades work; conducts informal apprenticeship training.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the standard tools and practices of various building and mechanical trades; the methods, practices, tools, and equipment used in building and mechanical maintenance and repair work; the occupational hazards and safety precautions of the building and mechanical trades; preventative maintenance procedures used in building maintenance operations;

Skill in: the use of a variety of basic hand tools, power tools, and maintenance equipment; coordinating the work of others and maintaining an efficient workflow.

Ability to: perform semi-skilled maintenance work in a variety of building and mechanical trades; troubleshoot and identify problems, understand and follow instructions; use/operate hand and power tools and power equipment in a safe manner; perform manual labor; care for/maintain hand and power tools essential for maintenance and repair work; work in tight spaces and at some distance from the ground; schedule, assign, guide, and evaluate the work of other maintenance workers; estimate time, cost, and material needs of maintenance projects.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Training or experience in general (semi-skilled) maintenance and trades and experience facilitating, coordinating or monitoring work or projects.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

A current Electrical Apprentice Registration is required to assist licensed Electricians, a current Journeyman Electrical license is required to perform electrical installation, and a current Electrical Contractor license is required to obtain electrical permits.