

FACILITY MAINTENANCE LEADWORKER

SUMMARY/PURPOSE

Direct and coordinate the work activities of skilled maintenance and trade crews performing the maintenance, repair and construction of City facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Supervise and perform skilled maintenance, repair and construction work in City buildings and property.
2. Determine priorities, assign work to personnel, and coordinate schedules to ensure timely completion of work.
3. Assist in the hire, transfer, suspension, or discharge of assigned personnel.
4. Supervise and perform snow and ice removal in assigned areas.
5. Coordinate and inspect the work of contractors for proper operation and compliance with contract specifications.
6. Manage construction projects as assigned.
7. Supervise and perform maintenance on tools and equipment.
8. Arrange for and/or approve the purchase of equipment and supplies.
9. Provide training, work direction and guidance while performing work in one or more of the skilled trades.
10. Report to supervisors regarding work completed referring unusual technical or personnel issues to the supervisor.
11. Provide input to performance reviews; monitor work of assigned crew members.
12. Maintain an adequate inventory of supplies and materials.
13. Investigate and respond effectively to complaints.
14. Investigate accidents and submit the required reports and paperwork.
15. Prepare and present reports as assigned.
16. Organize and direct the activities of assigned personnel.
17. Monitor work sites to ensure compliance with established methods, guidelines, standards, and procedures.
18. Train personnel in correct and safe operating procedures.
19. Recommend adjustments or other actions in employee grievances.
20. Communicate with employees using various and multiple means to keep them informed and knowledgeable.
21. Direct all work to accomplish assignments in the safest manner possible.
22. Organize and direct the work activities of assigned team and train them in safe and proper work methods and procedures.
23. In collaboration with supervisor, determine work priorities, assignments and work schedules.
24. Review work of team members for completeness and quality, and provide feedback as needed.
25. Provide input into decisions regarding the hire, transfer, discipline and grievance of personnel.
26. Establish and maintain positive working relationship with the supervisor by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.
27. Perform other duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A verifiable combination of education and experience equivalent to two years performing skilled facility maintenance, repair, and construction work which demonstrates a proficiency

in the knowledge, skills, and abilities listed within the job description; plus, an additional two years' experience in a skilled trade such as carpentry, electric, plumbing, etc.

2. License Requirements

- A. Possession of a Minnesota Driver's License Class D or equivalent by the date of appointment and continuously thereafter.

3. Knowledge Requirements

- A. Extensive knowledge of the methods and practices of construction and facility maintenance.
- B. Knowledge of effective supervisory practices.
- C. Knowledge of labor relations and the relevant labor agreements.
- D. Knowledge of all applicable safety and operational laws and regulations.
- E. Some knowledge of budgeting and purchasing procedures.

4. Skill Requirements

- A. Skill in directing and supervising others.
- B. Skill in the use of equipment, procedures, and practices used in building maintenance and construction.
- C. Skill in diagnosing facility issues and implementing effective repairs.
- D. Skill in handling public complaints and requests in a cooperative manner.
- E. Skill in communicating effectively using various means.

5. Ability Requirements

- A. Ability to set expectations and provide training, development, and coaching for employees in conjunction with the supervisor.
- B. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- C. Ability to direct and supervise work, delegate work assignments, motivate subordinates, and set and maintain effective performance standards and goals.
- D. Ability to establish and maintain effective working relationships with others.
- E. Ability to read and interpret manuals, catalogs, blueprints/shop drawings, and relevant labor agreements and contracts.
- F. Ability to operate all applicable items of equipment in a safe, courteous manner for long periods and in inclement weather as required.
- G. Ability to operate various hand and power tools and machines as applicable.
- H. Ability to attend work on a regular basis.

6. Physical Ability Requirements

- A. Ability to attend work on a regular basis.
- B. Ability to climb, balance, stoop, lift, push, pull, and carry.
- C. Ability to transport oneself to, from, and around projects, work sites, and public meetings.
- D. Ability to occasionally lift and carry up to 100 pounds, and frequently lift and carry up to 50 pounds.

HR: MC	Union: Basic	EEOC:	CSB: 10/04/2016	Class No:
WC:	Pay: 32	EEOF:	CC:	Resolution: