

LEAD FACILITIES MAINTENANCE TECHNICIAN

Job Summary:

Under the direction of an assigned supervisor, performs a variety of skilled building maintenance duties and oversees activities of a building maintenance crew; trains and provides work direction to staff.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Supervises and personally assists in painting, carpentry, electrical, plumbing, lock work, cement, masonry, welding, and similar type construction work in maintaining buildings, facilities and related equipment.
2. Oversees and participates in Citywide graffiti control and maintenance including repair of City buildings and facilities.
3. Performs maintenance and preventive maintenance on boiler systems, hot water tanks, water and sewer lines.
4. Installs, repairs, and re-works electrical systems up to 480 volts, including those on high poles and standards.
5. Frames, installs, and repairs walls, floors, ceilings and roofs.
6. Repairs and refinishes doors, paneling, furniture, and similar items.
7. Sets up, pours, and/or finishes concrete slabs, masonry walls, stucco and plaster.
8. Performs torch cutting and welding of steel parts for doors, gates and fences.
9. Performs inside and outside painting; operates hand tools and power tools and shop equipment; maintains tools and equipment; assists in training subordinates; observes and enforces safety regulations; works from plans and specifications.
10. Keeps simple records and prepares reports of work; deals with the public.
11. Oversees and participates in building maintenance activities with a crew of building maintenance workers to ensure safe and efficient performance of building maintenance assignments.
12. Trains and provides work direction to building maintenance personnel; assigns and reviews work; participates in evaluations process; observes and enforces safety practices and procedures.
13. Installs, maintains and repairs complete major and minor plumbing systems and fixtures; repairs or replaces plumbing lines, drains, pipes, sinks, toilets and other fixtures; repairs plumbing leaks and removes obstructions from fixtures.
14. Performs various skilled rough to finish carpentry duties such as construction of door and window frames, repairing windows and roofs, building shelves, cabinets, and other furniture and installing dry and acoustic walls.
15. Operates and performs preventive maintenance to heating and air conditioning systems including boilers and air handlers and equipment such as changing filters and belts, lubricating bearings and adjusting thermostats.
16. Paints various surfaces utilizing brushes, rollers or spray equipment; patches and prepares surfaces and applies various finishes; performs a variety of glazing duties such as replacing or repairing glass windows or mirrors.

17. Performs a variety of skilled welding duties as needed to effectively complete building maintenance assignments.
18. Receives and responds to emergency calls to adjust, repair, and maintain buildings, facilities and equipment.
19. Operates a variety of equipment and machines including lifts, generators, drills, drill presses, grinders, saws, and other hand and power tools; maintains tools and equipment in clean and proper working condition.
20. Maintains routine records and reports of equipment, supplies, purchase orders, and service requests as required.
21. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Completion of high school or GED which ensures the ability to read and write at a level necessary for successful job performance and three (3) years of full-time increasingly responsible experience performing building maintenance or construction work involving carpentry, electrical, masonry, painting and/or plumbing work. Related vocational or college course work is desirable. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Methods, equipment and materials used in building maintenance work.
- Graffiti removal techniques.
- Methods, equipment and materials used in various trades such as plumbing, electrical, carpentry, masonry, and painting.
- Principles and practices of training and providing work direction.
- Applicable sections of the California Vehicle Code.
- Appropriate safety practices and procedures, including handling hazardous materials.
- Requirements of maintaining buildings in a safe, clean, and orderly condition.
- Record keeping techniques.

Skill and Ability to:

- Perform skilled building maintenance and repair work and oversee the activities of a building maintenance crew.
- Operate a variety of building maintenance tools, equipment, and machines safely and efficiently.
- Maintain tools and equipment in clean and proper working condition.
- Perform building maintenance and repair work utilizing a variety of tools and equipment utilized in the basic trades.
- Train and provide work direction to others.
- Assign and review the work of others.
- Work from blueprints, shop drawings, and sketches.
- Understand and follow oral and written directions.
- Lift objects weighing from 50-100 pounds.

- Perform heavy manual labor.
- Observe and enforce safety practices and procedures.
- Maintain a variety of building maintenance related records and reports.
- Observe legal and defensive driving practices.
- Establish and maintain cooperative and effective working relationships with co-workers, vendors, and the general public.

License or Certificate:

Possession of valid California Class C driver's license. Valid California Class B driver's license is desirable. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach, and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Perform work with involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- May be required to work in inclement weather without effective protection from sun, cold, and rain.
- May be required to work with harsh and toxic substances.
- May be required to wear protective apparel including goggles, face protectors, aprons, shoes, and oxygen breathing apparatus.
- May be required to work within enclosed spaces or at heights above ground level.
- May be required to work around foul odors.
- May be required to work around loud noise.