



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

LEAD FACILITIES MAINTENANCE WORKER

DEFINITION

Under general supervision, the incumbent in this classification serves as lead worker and assumes significant responsibility for general maintenance of City buildings and facilities; performs skilled, technical work in the operation and maintenance, and repair of plumbing, HVAC, electrical, mechanical and structural systems and equipment in various City buildings and facilities; works independently; provides lead direction and training to assigned Facilities Maintenance Worker(s), contract service staff, and/or Maintenance I, Buildings and Grounds; performs related work as required.

EXAMPLES OF DUTIES

- Maintains, tests, and repairs electronic and mechanical equipment including boilers, chillers, cooling towers electronic controls, pumps.
- Tests mechanical equipment; troubleshoots problems; makes repair recommendations; answers questions regarding maintenance problems.
- Keep accurate and timely records on building maintenance activities; assist in establishing and maintaining standards and procedures for City building maintenance.
- Use computerized/electronic equipment as required.
- Oversees schedules, and conducts preventive maintenance; designs and constructs labor saving devices.
- Inspects, repairs, replaces, and remodels equipment, plumbing and structures.
- Schedules and coordinates the work of contractors; discusses a prospective job with contractors; makes recommendations regarding the most effective and efficient way to complete a job.
- Assigns and reviews the work of employees involved in building maintenance; determines the daily work schedule; trains others in various aspects of maintenance.
- Obtains quotes from vendors and contractors for bids; communicates verbally and in writing with vendors and contractors; orders and stocks the necessary supplies for the maintenance function.
- Ensures the availability of power under emergency conditions; maintains the emergency power sources.

- Ensures that work orders are completed in a timely fashion with attention to priority work.
- Drives a vehicle stocked with common maintenance equipment and supplies to various facilities in the City.
- Perform facility related duties and responsibilities as assigned

QUALIFICATIONS

Knowledge Of:

Building construction; plumbing; carpentry; electrical controls and systems; lock-smith; mechanical devices including pumps, motors, and building equipment; relevant laws, codes, rules and regulations related to building, remodeling, and repair; operation of City facilities under emergency conditions; emergency power generation equipment; variable volume heating and air conditioning systems; irrigation wells and associated controls; computerized and manual record keeping and report writing methods; safety rules and regulations associated with the work.

Ability To:

- Read and comprehend a variety of technical manuals, codes, and reference materials; write reports and maintain accurate, clear records.
- Troubleshoot and repair equipment and facilities.
- Establish and maintain good working relationships with City employees, contractors, and the public.
- Read and understand specifications; read and interpret architectural and mechanical drawings.
- Ability to convey concise written and verbal instruction to staff and outside contractors.
- Use hand and power tools; procure necessary supplies.
- Work within budget and time constraints; prioritize workload; perform under emergency conditions; train employees.
- Drive a City vehicle; physically perform the duties of the job.
- Operate computerized HVAC and record keeping equipment.

LICENSE

Must have a valid California Driver's license and a satisfactory driving record.

EDUCATION

High school diploma or certified equivalent (GED); supplemented by course work in electrical, HVAC, building maintenance or a closely-related field.

EXPERIENCE

Four years progressively responsible maintenance experience in the trades.

Special Requirements

Essential or important duties require the following physical abilities and work environment.

Ability to work in high places (roofs, scaffolding, ladders) and in narrow crawl spaces; lift up to 60 pounds; perform repetitive hand motions; bend, kneel, walk and squat repetitively; climb ladders and platforms; travel to different work sites; see printed material as well as work implements; work assigned shift of eight (9) hour days and one (8) hour day in a two week period.