

CLASS TITLE: FACILITIES SERVICES LEADPERSON

BASIC FUNCTION:

Under the direction of an assigned supervisor, schedule, coordinate and perform work in one or more trades such as electrical, heating, ventilating and air conditioning (HVAC), refrigeration, locksmith, low-voltage electrical or plant engineer; maintenance, alteration, repair and construction of District facilities and structures; provide work direction to a staff of skilled, semi-skilled and unskilled personnel as assigned.

REPRESENTATIVE DUTIES:

Train and provide work direction and guidance to assigned personnel; assign employee duties and inspect completed work for accuracy and completeness; schedule, assign, and participate in maintenance and construction activities performed by assigned personnel at district sites.

Confer with assigned supervisor regarding maintenance problems, projects and activities.

May assist in the selection, practical testing and interviewing of applicants; provide initial and ongoing training of employees.

Coordinate the activities of assigned building trades; coordinate activities with other Facilities Services employees.

Assist with the scheduling and coordinating of labor and materials required for specific work orders; inspect, monitor, and assess progress of work performed.

May provide input regarding employee performance.

Perform journey-level work in installation, construction, maintenance and repair work; function at a journey-level in one or more of the trades supervised.

Maintain a variety of records including, but not limited to work orders (assigned and completed) and materials used.

Assist in ordering or order materials and supplies for assigned projects.

Make emergency repairs and adjustments to equipment and apparatus.

Ensure that proper safety and health regulations and practices are observed.

Perform maintenance and construction projects as assigned.

Provide cost estimates for assigned projects to include time, labor, parts, supplies and equipment upon request.

Follow District policies and procedures.

Respond to District security and emergency services per Government Code, section 3100 - 3102.

Able to act as a liaison with a variety of contractors, outside vendors and consultants.

May provide or recommend topics for in-service training in Facilities Services.

Participates in District in-service training as required.

Perform other duties as related to job description.

KNOWLEDGE AND ABILITY

KNOWLEDGE OF:

Various trade methods, tools and materials required for the maintenance of facilities and equipment.

Trade functions at the journey-level in one or more of the building trade(s).

Record keeping techniques.

Basic principles of providing work direction to others.

District organization, operations, policies and procedures and objectives pertaining to position.

Diagrams and blueprints used in installation and repair of equipment.

Construction documents.

Work order tracking and data collecting systems and procedures.

Computerized systems that are related to maintenance, both software and hardware.

Operation of a computer and assigned software (i.e. work order tracking and data collection).

New products, methods and systems for increasing effectiveness and efficiency.

Proper use of English, writing and math.

Safe and proper working practices and procedures.

Health and safety rules and regulations pertaining to position.

ABILITY TO:

Work independently with little direction and maintain high standards of workmanship.

Prioritize, schedule, assign and review work.

Coordinate activities with other Facilities employees.

Meet schedules and timelines.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.
Quickly and effectively analyze situations accurately and adopt an effective course of action.
Read, apply and explain rules, regulations, policies and procedures pertaining to positions.
Prepare sketches, read and interpret schematics and blueprints accurately.
Work cooperatively and effectively with others.
Prepare and maintain work records, schedules and complete necessary reports.
Order and maintain supplies and materials.
Perform manual labor.
Adjust work schedules to meet unusual conditions.
Perform skilled work safely and proficiently using a variety of hand tools and power equipment associated with building repair, maintenance, construction, installation and troubleshooting.
Estimate the scope and costs of work assignments and secure the necessary tools and materials to complete each assignment.
Safely drive and operate a variety of vehicles and equipment used in Facilities Services.
Safely use a variety of hand and diagnostic equipment associated with repair, maintenance and construction.
Perform mathematical calculations using addition, subtraction, multiplication and division.
Determine priorities and schedule work effectively and efficiently.
Schedule and conduct preventative maintenance inspections on all types of assigned equipment within the District.
Safely and skillfully train and instruct others in the proper care and use of maintenance related equipment and approved safety procedures.
Handle all matters in a tactful, courteous and confidential manner to maintain and/or establish good public relations.
Ability to assess, analyze, organize and schedule preventative maintenance calendars using spreadsheets.
Lift objects weighing up to 50 pounds using safe and proper methods and/or equipment.
Move objects weighing over 50 pounds using safe and proper methods and/or equipment

EDUCATION AND EXPERIENCE:

This position requires graduation from high school or high school equivalency plus four years of training and/or experience to demonstrate journey-level skill in one or more of the building trades in the area of assignment. Experience in a lead capacity desirable.

LICENSES AND OTHER REQUIREMENTS:

Must use safety equipment designated for this position. Possession of a valid driver license required. Must obtain First Aid and CPR certification within six months of employment and keep certification up-to-date.

WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to adverse weather conditions, heat, heavy lifting, climbing and exposure to chemicals and fumes.
Subject to exposure to communicable diseases.

Job Study-1/2020