

CITY OF SAN MARCOS

CLASSIFICATION: LEAD FACILITIES MAINTENANCE TECHNICIAN

POSITION TYPE: CLASSIFIED MISCELLANEOUS

*Class specifications are intended to present a descriptive list of the range of duties performed by incumbents in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, leads, oversees, and participates in the more complex and difficult work of staff responsible for performing a variety of skilled, semi-skilled, and unskilled duties in support of the Facilities Maintenance operations and services. The Lead Facilities Maintenance Technician maintains and repairs City buildings and facilities, ensures cleanliness and adherence to safe working practices and procedures; provides training to lower level personnel; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Facilities Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision to assigned staff, performing the more technical work of the unit, and providing administrative support to the assigned unit. Lead Facilities Maintenance Workers differ from the Facilities Maintenance Worker and Facilities Technician by having greater responsibility, autonomy, and discretion in planning and completing a wide variety of activities. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Leads, plans, trains, and reviews the work of staff responsible for performing a variety of skilled, semiskilled, and unskilled duties in support of facilities maintenance operations and services including those involved in construction, repair, installation and maintenance of buildings and facilities.

Participates in performing the most complex work of the unit including the more complex maintenance assignments as well as administrative support duties.

Trains assigned employees in their areas of work including construction, maintenance, and repair methods, procedures, and techniques.

Oversees and participates in the use, care, and operation of a variety of construction and maintenance related equipment, including but not limited to, various heavy and light equipment such as Bucket lift truck, aerial lift, painting equipment, cleaning equipment, precision measuring devices, fork lift, cutting torches, welders, hand tools and small power tools; performs minor adjustments and emergency repairs to assigned equipment; cleans, maintains, and properly stores tools and equipment.

Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence of safe work practices and procedures.

Performs a variety of trade related tasks in the construction and maintenance of buildings and facilities including painting, plumbing, electrical, carpentry, mechanical, hardware, finishes, and custodial disciplines.

Repairs leaks in sewer, drainage, water and natural gas piping, digs underground lines, performs removal of concrete or asphalt; drains down and refills large systems of piping for repairs, uses drain snakes when necessary.

Recommends needed improvements to keep facilities in satisfactory condition; creates work orders when necessary.

Moves, hauls, repairs, or replaces a variety of materials including office furniture, equipment, recyclable materials and trash.

Maintains and repairs equipment such as machinery, pumps, fans and motors, carpet vacuums, floor buffers, floor scrubbers.

Acts as inspector for installation of streetlights, traffic signals, and other electrical improvements to ensure specification compliance.

Maintains walkways, fountains, pools and pool equipment; checks pH levels, adds appropriate chemicals, monitors electrical, plumbing, safeties, and gauges, sweeps and vacuums, replaces failed components repairs leaks, cleans strainers and filters.

Makes recommendations for ordering and purchasing a variety of janitorial and maintenance supplies; maintains an inventory of related equipment, materials, and supplies.

Records and documents maintenance and repair activities and costs.

Prepares and maintains facilities for scheduled activities; opens facilities at the appropriate times and secures facilities at the close of business as assigned.

Occasionally operates industrial and heavy equipment such as aerial lifts, forklifts, hoists, cutoff saws, concrete saws, trenchers, air compressors, paint sprayers, cutting torches, welders, generators, etc.

Provides and participates in emergency responses which, while not all inclusive, may include responding to "after hours" incidents, building alarms, emergency repairs to public facilities, assisting with evacuations of facilities, etc. Emergency responses may last for extended periods of time.

Routinely inspects fire extinguishers, sprinklers, risers and elevators.

Utilizes a PC and the Microsoft Office Suite; including Word, Excel and Outlook, and an electronic work order and inventory management system.

Performs other related work as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties of a Lead Facilities Maintenance Worker.

Knowledge of:

Operations, services, and activities of assigned maintenance and repair program; methods, techniques, tools, equipment, and materials utilized in assigned area; general construction and maintenance procedures; principles of lead supervision and training; safety principles and practices; proper procedures used in the maintenance and repair of power equipment, hand tools, and motorized equipment used in building construction and maintenance; materials, methods, terminology, and tools used in the maintenance and repair of buildings, roofs, plumbing, lighting, electrical, mechanical, HVAC, and related systems; safe use of hazardous chemicals; principles and practices of record keeping; principles and practices of customer service; effective leadership methods; basic office procedures, methods, and equipment including computers and supporting software applications; pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Lead, organize, train, review, and participate in the work of crews performing skilled and semi-skilled construction, repair, and maintenance; perform more difficult skilled tasks associated with the particular crafts required in assigned area; maintain and repair a variety of tools and equipment; follow oral instructions and read, interpret, follow, and explain written instructions, construction sketches, maps, blue prints, and equipment manuals; give clear direction to work crews orally and in writing; operate required tools, equipment, and vehicles in a manner consistent with safety principles; perform maintenance and minor repair of assigned equipment and report the need for more difficult mechanical repairs; ensure adherence to safe work practices and procedures; maintain records including time and material use records; safely drive and skillfully operate power equipment and hand tools involved in maintenance, repair, and construction activities; work independently in the absence of supervision; understand and follow oral and written instructions; demonstrate an awareness and appreciation of the cultural diversity of the community; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training

Lead Facilities Maintenance Technician: Education equivalent to graduation from high school and specialized vocational training program courses in building construction technology, electrical fundamentals, plumbing fundamentals, carpentry/cabinetwork and other related building trades course work.

Experience

Lead Facilities Maintenance Worker: Three (3) years of increasingly responsible experience related to maintenance and repair of Facilities and building related work.

License or Certificate:

Possession of an appropriate, valid driver's license, Class C, with satisfactory driving record.

Special Requirements:

Due to safety regulations when utilizing certain respirators and/or working with certain chemicals, incumbents may be prohibited from wearing contact lenses and/or glasses and beards or other facial hair which may prevent a proper fit.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions described herein are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work environment includes exposure to inclement weather, heat, humidity, cold, dust, noise, fumes, odors and electromagnetic fields associated with working with various equipment and chemicals, within equipment rooms, vaults, attic space, ceiling space, stairwells, roofs. Work requires close physical proximity to various moving pieces of equipment. Work environment is informal, both team and autonomy oriented, having routine tasks with variable pace and pressure. Weekend, evening, and overtime work may be required on an infrequent basis. All positions in this series are part of the City Emergency Response Team, which requires different hours based on the emergency situation.

Physical:

CONTINUOUS standing, walking, lifting, and transporting objects weighing up to 10 pounds from 5 feet to 300 yards; grasping with either or both hands. FREQUENT bending, reaching, stooping, crouching, climbing, crawling, squatting, and kneeling; maintaining balance; pushing/pulling; lifting of objects weighing up to 10 pounds at waist level and below; lifting of objects weighing 11 to 25 pounds from below waist to chest level; lifting of objects weighing 26 to 50 lbs. from below, at, and above chest level; transporting objects weighing from 11 to 50 lbs. from 5 feet to 100 yards with assistance; power or pinch grasping with either or both hands. OCCASIONAL twisting at waist; upward and downward flexion of neck; side to side turning of neck; crawling or maneuvering in tight spaces (i.e. crawl spaces). INFREQUENT lifting of objects weighing between 50 and 90 pounds from chest level and above; and transporting objects weighing up to 90 pounds from 1 to 20 feet with assistance.

Vision:

See in the normal visual range with or without correction; vision sufficient to read product instructions, safety warnings, computer screens and printed documents, and to operate equipment.

Hearing:

Hear in the normal audio range with or without correction.