

JOB DESCRIPTION
Building and Facilities Crew Leader
Code Number: 40008

GENERAL PURPOSE

Under general supervision, leads and participates in the work of skilled building trades' workers; coordinates, monitors and inspects the work of building and facilities maintenance personnel and facility contractors; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the lead or advanced journey level class in the Building and Facilities Technician series. Incumbents work in a lead capacity in the District's field services division. This class is responsible for planning, assigning, inspecting, leading and participating in the work of semi-skilled and skilled Building and Facilities Technicians and contracted and District custodial and/or facility personnel. Incumbents exercise considerable independent judgment in carrying out assigned tasks and responsibilities. In the advanced-journey assignment, incumbents perform the more difficult and complex tasks and assignments. Positions at this level are distinguished from those in the lower level classification of Building and Facilities Technician by the independence with which they perform their duties of handling the most difficult and complex work or by performing lead work.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on-call who repeatedly refuses to serve on-call, or report for emergencies, shall be subject to disciplinary action up to and including discharge.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Leads and participates in the work of personnel engaged in semi-skilled and skilled duties maintaining, repairing and servicing buildings, facilities, systems, machinery, and equipment; leads, coordinates, assigns, inspects and participates in the work of personnel performing semi-skilled and skilled building trades duties, including cabinet making, plumbing, carpentry, painting, and related trades areas; participates in the

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selection and training of contracted staff, including custodial staff and/or facility personnel.

Assists in the development and implementation of objectives, procedures and work standards for the section; monitors performance and provides direction for performance improvement and development for custodial, construction and HVAC contracts; ensures work is performed in accordance with contractual agreements and District standards.

Prepares budgetary estimates of staff, equipment and materials required for projected activities.

Provides technical assistance to staff; assists in the development of plans, specifications and contracts for projected maintenance and construction projects.

Inspects and evaluates work being performed; identifies problem areas and directs remedial action to be taken.

Submits requisitions for supplies, materials and equipment to ensure adequate inventory; researches new facilities-related supplies, materials, equipment and methods and makes recommendations to improve services.

Inspects buildings and facilities for custodial and maintenance problems.

Ensures that section activities are carried out in a safe manner and that established policies, procedures and safety measures are followed.

Assists in planning and implementing a preventative maintenance program for District buildings and facilities.

Manages and controls the computer-based HVAC, lighting and energy management system.

Trains and instructs personnel in the safe operation of light- and medium-duty equipment, such as forklifts, trucks, skip loaders, lifts and dump trucks.

Performs a wide variety of advanced journey-level maintenance and repair tasks to buildings, facilities and equipment involving masonry, carpentry and painting.

Reads, interprets and works from rough sketches, diagrams, standard building codes and blueprints.

Orders parts, materials and supplies; maintains and repairs automatic gates at District

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facilities.

May act as unit supervisor in the supervisor's absence; may assist in maintenance of District key and lock systems.

Maintains equipment records for HVAC and other mechanical equipment.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Methods, practices, techniques, tools and equipment used in the servicing, maintenance and repair of a wide variety of buildings, facilities and equipment; building construction and repair trades, including electrical, carpentry, masonry, plumbing and painting; principles and practices of effective employee supervision, including training, work evaluation and discipline; safety practices and procedures pertaining to the work; computer applications related to the work.

Ability to:

Plan, organize, supervise, assign, inspect and evaluate the work of others; motivate and evaluate staff and provide for their training and development; analyze complex facilities maintenance problems, evaluate alternatives, and recommend or adopt effective courses of action; develop and implement work standards; prepare clear and concise records, reports and other written materials; properly and safely operate light- and medium-duty motorized vehicles and equipment; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral work instructions; communicate effectively, orally and in writing; make sound independent judgments within established guidelines; train others in work processes and procedures.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and three years of responsible and diversified journey-level experience in the building construction and repair trades.

Licenses; Certificates; Special Requirements:

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A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus vision.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop math; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District staff, other organizations and the public. The employee occasionally is required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works outside in a wide range of weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. Employees may, at times, be required to wear appropriate personal protective equipment including respiratory protection while performing work in environments that could have the potential to contain wet or humid conditions, vapors or particulates, hazardous chemicals, and the risk of electric shock. The noise level in the work environment is frequently loud.

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