

CONEJO RECREATION & PARK DISTRICT

Job Title: Facilities Maintenance Crew Leader

Division: Parks and Planning

Summary:

Under direct supervision, directs, assists and coordinates the activities of workers engaged in general building and facility maintenance, construction and custodial tasks; and performs other related duties as assigned.

Essential Duties & 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.

- Assists the Facilities Maintenance Supervisor in planning and developing general building maintenance repairs and construction procedures, such as carpentry, electrical, plumbing, fabrication and welding, heating, ventilation and air conditioning (HVAC), masonry, pool and related facility work.
- Determines needs for personnel and contractors, equipment and materials for construction, maintenance and repair projects; operates the facility maintenance work order request and assignment software.
- Provides work guidance and participates in the work of facilities maintenance; participates in prioritizing workload and monitoring work of other workers for completeness, accuracy and conformance with departmental standards; provides information, instruction and training in work processes, proper uses of equipment and safe work practices.
- Assists with capital improvement project budgeting.
- Ensures the use of safe work methods, procedures and techniques.
- Prepares reports and maintains accurate records.
- Performs necessary troubleshooting and creates solutions to facility-related issues.
- Weekend work and rotating schedules may be required.

Other Duties & Responsibilities:

- May be required to drive District or personal vehicle.
- Provides information on anticipated equipment, supply and personnel needs for budget purposes.
- Provides key control and general locksmith ability (pin and re-key locksets) as required.
- Travels to various sites to inspect or supervise work.
- Participates during disasters or when emergency response is needed.
- Non-exempt employees may be required to work overtime.
- Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

Education and Experience:

A typical way to obtain the knowledge and abilities would be: graduation from high school or GED equivalent, specialized training in building construction, facility and pool maintenance and repair, and four years of increasingly responsible experience in building construction, maintenance and repair, including supervisory experience, with a specialty in at least two building trades preferred; or an equivalent combination of education and experience. An AA degree is desirable.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate assignments and instructions to personnel. Ability to speak effectively to staff and managers, vendors and the public.

Math Ability:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rates, ratios, and percent, and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret instructions provided in written, oral, diagram or schedule form.

Certificates and Licenses:

- Certified Pool Operator.
- Valid California driver's license with a good driving record and current automobile insurance.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

Supervisory Responsibilities:

This position provides lead-level work guidance to Facilities Maintenance Technicians, Custodians, and/or contract and temporary staff, including planning, assigning, and directing work. Contributes to and participates in performance evaluations. May act as Facilities Maintenance Supervisor in his/her absence.

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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee is occasionally exposed to moving mechanical parts; high, precarious positions and vibration. The noise level in the environment is loud.

Physical Demands:

The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to sit; climb or balance and taste or smell. The employee is regularly required to lift up to 10 pounds, frequently up to 50 pounds, and occasionally up to and over 100 pounds. The vision requirements include peripheral vision, distance vision and close vision.

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Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.