

LEAD MAINTENANCE PERSON

STATUS: Non-Exempt

FUNCTION: This is a very responsible position in which the incumbent supervises and directs the work of the maintenance staff while performing the regular maintenance duties. Normally, the incumbent receives general supervision from the Maintenance Foreman and when directed, exercises direct supervision over subordinates towards specific tasks, assumes responsibility for results produced, while actively participating in, as well as the assignment of, work.

SUPERVISION: This position receives general supervision from the Deputy Director and/or the Foreman who normally directs the overall maintenance staff and examines work upon completion. The Foreman will check daily on the progress of assignments and weekly to discuss plans and problems. The incumbent will prepare reports and implement assignments as directed by the foreman. The incumbent will also communicate with superior on any unusual or complicated activities.

The incumbent gives direct work assignment and supervision to subordinate employees, recommends overtime, comments on priorities and participates in performance evaluations and disciplinary process.

ESSENTIAL JOB DUTIES:

- In the absence of the foreman (8 hours or more) carries out the duties and responsibilities of the foreman.
- As directed by the foreman: assigns daily, preventative, inspections and standing work orders to a small crew and puts up data on the computer.
- Provides supervision to a small crew as directed by the foreman.
- Performs skilled or unskilled tasks as assigned by superiors.
- Provides constructive input to the foreman on preventative maintenance, budget needs, quality control, job safety, priorities, inspections and physical needs.
- Provides estimates and requisition information as required by foreman.

SECONDARY DUTIES:

- Will carry the pager on a rotating basis with the foreman and management personnel as directed.
- Must be able to lift 70 pounds from the floor to the waist as standard back protocol ergonomics.
- Will assist in conservation of the Authority's utilities.

- Will assist in carrying out the Authority's preventative maintenance program and pest control.
- May be requested to direct and/or oversee youth or resident training activities.
- Perform other reasonably related duties as assigned by immediate supervisor and other management as required.

PHYSICAL REQUIREMENTS: Work may require working with arms above shoulder level, walking, reaching, twisting, bending, turning, kneeling, squatting, and/or stooping. May require the ability to work in small cramped areas as well as the ability to lift, drag, or otherwise move equipment and tools and furniture.

Work may require exposure to electrical and mechanical hazards as well as to extreme weather conditions.

QUALIFICATIONS & SKILLS:

- Ability to lead, direct and motivate others.
- Knowledge of maintenance tools and equipment safety practices.
- Working knowledge of practices and methods used for plumbing, heating, painting, carpentry and electrical.
- Ability to read blue prints.
- Ability to plan and implement work programs.
- Ability to assess equipment status.
- Keen understanding of the requisition process.
- Ability to prepare work progress reports
- Ability to read and interpret written instructions.
- Possession of valid driver's license.

EXPERIENCE & EDUCATION: The nature of this work suggests that a candidate comes to this position with a working knowledge of building maintenance, a portion of which should demonstrate ability as a team leader. Knowledge of skills and abilities in the trades is essential.