

TITLE: Facilities and Grounds Lead Worker JOB CODE: 1216

PREPARED: 6/12/12 FLSA: Non-Exempt

UPDATED: REVISION #:

Summary: Under general supervision, performs skilled carpentry, electrical, plumbing or related trades work in the construction and maintenance of County-owned buildings, structures and facilities; supervises and directs assigned staff.

Distinguishing Characteristics: This class is distinguished from the Buildings and Grounds Maintenance Technician and Maintenance Assistant designations by the added responsibilities of providing work direction to Facilities and Grounds staff (including custodial staff), temporary workers, trustees and volunteers; procuring supplies and equipment.

Essential Job Functions: Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Plans work and develops work schedules of assigned staff; trains staff in safety procedures and equipment use; may provide input on staff selection and/or performance.
- Confers with the Facilities, Parks and Recreation Director on a regular basis to discuss current and upcoming projects; participates in the planning of various construction and maintenance projects; prepares recommendations for project proposals.
- Conducts field inspections of ongoing and completed projects to ensure quality; inspects equipment for needed repairs.
- Installs or replaces lighting fixtures, switches, service panels and other electrical systems; inspects and maintains emergency lighting.
- Works on building remodeling projects by cutting concrete, running conduit, hanging and finishing drywall, wallpapering, painting and installing plumbing, including hot and cold water lines and sewer.
- Performs outdoor projects by framing, pouring concrete, roofing and painting.
- Performs landscaping projects, including installing sprinkler systems.
- Services heating and air conditioning systems by cleaning condensers and condenser compartments, repairing fire damper motors, installing duct system dampers and troubleshooting HVAC system problems.
- Removes old paint from buildings and structures and applies new paint.
- Maintains, inspects, repairs generators, uninterruptible power supplies (UPS), office equipment, alarm systems, motors and pumps.
- Moves furniture, office equipment and boxes of materials to storage facilities or new work locations; delivers supplies.
- Inspects and maintains sidewalks and entrances for snow, ice and debris removal.
- Installs and maintains radiant heating systems.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

JOB DESCRIPTION

Facilities and Grounds Lead Worker

- Knowledge of the principles and practices of project planning and scheduling.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of the operation, preventive maintenance and repair of facilities, including electrical, cooling, heating and plumbing systems.
- Knowledge of the principles, practices, methods and techniques of the skilled trades of carpentry, electrical, cooling, heating and plumbing systems.
- Knowledge of various hand and power tools and related equipment.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in effectively supervising, leading and delegating work activities.
- Skill in reading and interpreting blueprints, plans and drawings for projects.
- Skill in effective oral and written communications.
- Skill in establishing and maintaining effective working relationships with subordinates, supervisors, other county staff and the general public.
- Skill in understanding and following complex oral and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

- High School diploma or equivalent GED certificate.
- Four years of experience in the building construction trades, with at least one year of lead work experience.
- Safety Certifications (may be obtained within 12 months of employment): OSHA-30; Forklift operator certification; blood borne pathogen (BBP) certification.
- Possession of a valid State of Nevada Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures. Work may include operating within confined or constricted spaces and/or in high places.
- May be exposed to hazardous chemicals.
- Subject to standing, walking, sitting, bending, reaching, kneeling, running, and lifting objects up to 100 pounds.

Equipment and Tools Utilized:

• Special Equipment includes hand and power tools, pneumatic tools, welder, cutting torch, paint sprayer, drywall and concrete tools, air compressor, laser level, table saw, boom truck, forklift, bobcat and motorized equipment and vehicles.