

# Lead Maintenance Worker

Dept/Div: Maintenance

FLSA Status: Non-Exempt

## General Definition of Work

Performs technical work overseeing and maintaining County facilities and related work as apparent or assigned. Work is performed under supervision of the Building Maintenance Supervisor. Temporary oversight is exercised over those assigned.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

- Performs maintenance work as required.
- Operates, inspects and repairs boilers, emergency generators and other equipment; operates climate control systems; keeps logs of equipment maintenance and repairs.
- Assists with development of County building maintenance services program; assists with supervision of maintenance staff in completion of tasks including carpentry work, plumbing, heating, air conditioning, ventilation, mechanical and structural upkeep of buildings.
- Assists with coordination and inspection of work done by outside contractors to perform concrete, masonry, carpentry, electrical, floor covering, locksmith, plumbing, heating, cooling and painting.
- Operates and maintains building security systems, including automated access control devices.
- Orders and maintains inventories of tools, equipment and supplies.
- Analyzes and resolves work problems; assists workers in solving problems.
- Provides guidance for County property grounds keeping.
- Other duties as assigned

## Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of maintenance manuals, thorough knowledge of mechanical diagrams and blue prints; general knowledge of timesheets, attendance records, performance reviews, budget preparation; ability to operate standard office equipment and standard software, vacuum, floor scrubber, snow blower, leaf blower, Sawzall, drill, burnisher, electric lift; thorough knowledge of HVAC control program; ability to make arithmetic computations.

## Education and Experience

High school diploma or GED and moderate experience, or equivalent combination of education and experience.

## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires walking and using hands to finger, handle or feel, frequently requires standing, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting and tasting or smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to

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the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Minnesota Boilers License

Electrical, Plumbing and HVAC training

Background check including fingerprinting

Valid driver's license