



UNION JOB DESCRIPTION

TITLE: Lead Maintenance Mechanic

DEFINITION:

Works as a team leader to ensure the timely completion of a variety of maintenance activities and repairs of all District Buildings, including overseeing the daily work of Maintenance Mechanics. This position is under the direction of the Manager, Facilities Maintenance & Grounds or Maintenance Foreman.

DISTINGUISHING CHARACTERISTICS:

This position must be able to perform all the duties of the Maintenance Mechanic "A" and Custodian functions. This is a bid classification that requires an interview. The interview team will be comprised of an equal number of management and represented members. Represented members will be by selection of the IBEW. The District will select the successful candidate.

BASIC RESPONSIBILITIES:

1. Supervises and assists Maintenance Mechanics in their performance of their duties.
2. Assigns work as directed by the Manager, Facilities Maintenance & Grounds or Maintenance Foreman, and as necessary in the absence of the Manager or Foreman.
3. Maintains proper maintenance and repair records and work schedules as directed.
4. Performs the duties of the Maintenance Mechanic "A" classification including, but not limited to; constructing, repairing, and maintaining District buildings, operating equipment and tools, and plant facilities.
5. Communicates effectively with all levels of the District and cooperates to meet its needs through scheduling, production and providing products.
6. Follows and ensures application of and compliance with related safety rules contained in the District's Accident Prevention Manual.
7. Completes time entry, makes adjustments to job assignments, as necessary, and assists in accident report preparation.
8. Assists in training staff, ordering supplies, and developing Maintenance procedures. Interfaces with the public in a variety of work activities.
9. Evaluates Maintenance Mechanics performance and provides input to the Manager, Facilities Maintenance & Grounds or Maintenance Foreman.
10. Establishes and maintains employee work conduct in accordance with the General Manager's Directives, Accident Prevention Manual, and the Collective Bargaining Agreement.
11. Reports any needs or problems to Manager, Facilities Maintenance & Grounds or Maintenance Foreman.

OTHER RESPONSIBILITIES:

1. Ensures proper use and care of equipment assigned.
2. Performs associated duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Construction, installation, maintenance and repair standards and fundamentals related to buildings, operational equipment and tools, plant facilities and grounds.
- Commercial and industrial construction, demolition and maintenance techniques and practices.

- Safety practices related to the maintenance, construction and repair of facilities.
- At least five (5) specialized functions with related competencies, within the Maintenance Mechanic position.
- Work Management Methods.
- Computer applications and software (such as electronic mail and Microsoft Office).

Ability to:

- Assign and direct the work of employees, including verbal instruction and physical demonstration of uses of all materials and equipment relating to custodial and maintenance activities.
- Initiate tasks and work without close supervision.
- Meet and work with persons outside the employment of the District in the performance of assigned duties maintaining professionalism in work relationships.
- Learn District's construction, maintenance, and cleaning standard practices.
- Provide leadership and guidance on projects as assigned.
- Learn and follow District policies, directives, and the CBA.
- Physically perform all duties of Maintenance Mechanic "A" (including lifting, carrying, climbing, etc., as outlined in those job descriptions).
- Learn and use District computer systems/software systems including Facilities Maintenance Management software.
- Learn, identify, and interpret applicable policies and procedures within 6 months of start date.
- Read, interpret, and understand work sketches and blueprints.
- Interact with customers, government officials, and District employees
- Identify, analyze, and resolve problems.

Education/Experience:

- High School diploma or equivalent, and
- Two (2) years of accumulated experience in a supervisory or lead capacity overseeing the work of employees in maintenance, building maintenance, construction skilled trades or equivalent.
- Ten (10) years of experience with demonstrated competency and experience in five (5) specialized Maintenance Mechanic functional areas (see Specialized Qualifications section in job description).
Note: the experience in the specialized functional areas may be gained concurrently.

License or Certification:

- Valid Washington State Driver License.
- Successful completion of the physical abilities tests for the Maintenance Mechanic "A" classification.
- Successful completion of an interview process.
- Current First Aid/CPR card (after 6 months).

WORKING CONDITIONS:

- Work is performed both indoors and outdoors, in varying weather conditions.
- Employees risk physical hazard from power tools, energized equipment and circuits, dust, chemical compounds, and height.
- Must be able to lift and carry heavy equipment and materials in excess of 75 lbs.
- Must be physically able to climb a ladder, work at heights in excess of 30 feet, lift and move furniture, work in confined space, and perform rescue operations, including confined space recovery.
- Subject to 7 by 24-hour call-out for emergency conditions.