



UNION JOB DESCRIPTION

TITLE: Lead Maintenance & Custodial Mechanic

DEFINITION:

Works as a team leader to ensure the timely completion of a variety of maintenance and repair, janitorial and cleaning tasks, including overseeing the daily work of Maintenance Mechanics and Custodians. Assists in training staff, ordering supplies and developing Custodial procedures. Interfaces with the public in the District's Training Center. This position is under the direction of the Manager, Security, Business Continuity & Maintenance or Maintenance Foreman.

DISTINGUISHING CHARACTERISTICS:

This position must be able to perform all the duties of the Maintenance Mechanic "A" and Custodian classifications. This position needs to develop a working knowledge of the District purchasing, inventory and PassPort systems within six months and capable of ordering and maintaining necessary supplies through the system. The Lead position is selected by the District.

BASIC RESPONSIBILITIES:

1. Supervises and trains assigned Custodians. Supervises the daily work of assigned Maintenance Mechanics.
2. Assigns work as directed by the Manager, Security, Business Continuity & Maintenance 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. Performs the duties of the Custodian classification including, but not limited to, cleaning buildings and grounds.
7. Ensures appropriate inventory by ordering and maintaining supply of all custodial supplies including cleaning materials, paper towels, etc., via the District's PassPort system. Maintains related records.
8. Follows and ensures application of and compliance with related safety rules contained in the District's Accident Prevention Manual.
9. Completes time slips, makes adjustments to job assignments, as necessary, and assists in accident report preparation. Maintains a daily activity log, including notes necessary for the Manager's use. Keeps a log of daily activities for future reference regarding preventative/demand maintenance, damage claims, Training Center customer service, etc.
10. Interfaces with the public in the District's Training Center to assist in delivering room set ups, support, and equipment to customers.

BASIC RESPONSIBILITIES: (continued)

11. Evaluates Custodial staff members. Provides evaluation input to the Maintenance Foreman on the Maintenance Mechanic.
12. Establishes and maintains employee work conduct in accordance with the General Manager's Directives, Accident Prevention Manual, and the Collective Bargaining Agreement.
13. Reports any needs or problems to Manager, Security, Business Continuity & Maintenance 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 purchasing applications).
- Proper cleaning methods and use of materials.

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 work.
- 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" and Custodian classifications (including lifting, carrying, climbing, etc., as outlined in those job descriptions).
- Learn and use District's current enterprise database for ordering and maintaining necessary supplies (for example: PassPort, CRIS, etc.) within 6 months of start date.
- 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.

MINIMUM QUALIFICATIONS: (continued)

Education/Experience:

- High School diploma or equivalent.
- Two (2) years' experience in a supervisory or lead capacity overseeing the work of employees in maintenance, building maintenance or custodial crew type of environment.
- Ten (10) years' 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 the 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.