



JULY 2012
FLSA: NON-EXEMPT

LEAD FACILITIES WORKER

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under direction, leads, oversees, and participates in the work of staff responsible for the inspection, maintenance and repair of District buildings and grounds that include pump stations and easements; performs the more complex advanced-journey level functions and provides training to assigned staff; monitors assigned maintenance contracts to include but not limited to custodial maintenance and landscape maintenance; and ensures adherence to policies and procedures, and safe work practices.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Maintenance Supervisor. Exercises technical and functional direction and training to assigned staff.

CLASS CHARACTERISTICS

This is the lead-level class in the facilities worker series. Incumbents organize and oversee the day-to-day work of staff in assigned areas of responsibility, and ensure that District structures, buildings, and related facilities are maintained in a safe and efficient manner. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the operation, maintenance, and repair of assigned facilities and systems. This class is distinguished from the Maintenance Supervisor in that the latter has full supervisory authority for planning, organizing, and overseeing the full scope of assigned facilities maintenance functions within the department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Lead, plan, train, and review the work of staff responsible for the maintenance and repair of District buildings and grounds; perform the most complex work of the unit including carpentry work and painting activities.
- Train assigned employees in their areas of work including facilities maintenance methods, procedures, and techniques; provide technical and safety training as necessary.
- Supervise the use, care, and operation of facility maintenance equipment including hand and power tools.
- Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
- Oversee a variety of assigned maintenance contracts including custodial maintenance, landscape maintenance, roll up doors, electronic gates, pest control, roof cleaning, Plant maintenance, vector control, carpet cleaning, and window cleaning; collaborate with other staff on the development of

scope of work for contracts and selection of vendors; schedule, coordinate, and monitor contractor work with other divisions and departments; ensure work is completed in compliance with contract specifications; coordinate payment process.

- Perform job site safety analysis with district and contract staff.
- Coordinate requisitions for parts and/or services for corrective and unplanned maintenance and repairs of facilities and grounds as necessary; interact with District staff to understand their needs; collaborate with District staff in development of scopes of work to be performed and ensure work is completed in compliance with safety requirements and contract specifications.
- Schedule and coordinate work with District personnel in areas where equipment shutdown, maintenance and repair activities are to be performed.
- Prepare and maintain routine records of hours worked, work performed, and chemical, VOC and vehicle usage; may operate District's vehicles and heavy equipment.
- Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Generate service requests and work orders; estimate time, materials, and equipment required for assigned jobs; requisition materials as required.
- Assist in the development of the annual budget for facility needs and contract services.
- Attend meetings and trainings as necessary or required.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles of lead supervision and training.
- Plan, organize, schedule, assign, and review the work of and train staff.
- Operations, services, and activities of a facilities maintenance and repair program.
- Advanced techniques and procedures to maintain facilities.
- Operational characteristics of facilities maintenance materials, tools, and equipment.
- Basic principles of budget administration.
- Principles and practices of record keeping.
- Modern office procedures, methods, and computer equipment.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local codes, laws, and regulations.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Lead, organize, and review the work of staff.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Independently perform the most difficult maintenance and repair activities on facilities.
- Coordinate daily oversight and interaction with contractors and District staff.
- Interpret, explain, and enforce department policies and procedures.
- Operate a variety of equipment in a safe and effective manner.
- Learn to operate new equipment as necessary.
- Collaborate in the preparation of scopes of work for contract maintenance tasks and activities.
- Evaluate contractual goods and services and recommend corrective action.
- Prepare on-line templates for purchase requisitions.
- Assist with budgeting and other administrative duties.
- Ensure adherence to safe work practices and procedures.
- Work independently in the absence of supervision.

- Estimate the cost and time of repairs.
- Oversee and participate in maintenance and other related projects.
- Read and understand technical manuals, blueprints, shop drawings, and sketches.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Maintain accurate logs, records and basic written records of work performed.
- Understand and follow oral and written instructions.
- Apply and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Make sound decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. High school diploma or equivalent supplemented by specialized training in the building trades;
AND
2. Four (4) years of increasingly responsible facility maintenance experience with at least two (2) years performing duties at a level comparable to a Facilities Worker with the District.

License or Certificate:

- Possession of a valid California class C driver's license.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing a minimum of 40 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the shop and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.