



**DECEMBER 2018  
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 general or direct supervision or 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 direct or general supervision or direction from the assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. Exercises technical and functional direction and training over assigned staff.

### **CLASS CHARACTERISTICS**

This classification is the second of three (3) levels within the facilities maintenance job series and serves in a lead role. 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** (Illustrative Only)

*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.*

- Leads, plans, trains, and reviews the work of staff responsible for the maintenance and repair of District buildings and grounds; performs the most complex work of the unit including carpentry work and painting activities.
- Ensures established safety precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Trains assigned employees in their areas of work including facilities maintenance methods, procedures, and techniques; provides technical and safety training as necessary.
- Oversees the use, care, and operation of facility maintenance equipment including hand and power tools.

- Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Oversees 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; collaborates with other staff on the development of scope of work for contracts and selection of vendors; schedules, coordinates, and monitors contractor work with other divisions and departments; ensures work is completed in compliance with contract specifications; coordinates payment process.
- Performs job site safety analysis with District and contract staff.
- Coordinates requisitions for parts and/or services for corrective and unplanned maintenance and repairs of facilities and grounds as necessary; interacts with District staff to understand their needs; collaborates with District staff in development of scopes of work to be performed and ensures work is completed in compliance with safety requirements and contract specifications.
- Schedules and coordinates work with District personnel in areas where equipment shutdown, maintenance and repair activities are to be performed.
- Prepares and maintains routine records of hours worked, work performed, and chemical, VOC and vehicle usage; may operate District vehicles and heavy equipment.
- Responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- Generates service requests and work orders; estimates time, materials, and equipment required for assigned jobs; requisitions materials as required.
- Assists in the development of the annual budget for facility needs and contract services.
- Attends meetings and training as necessary or required.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of coaching and training.
- 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.
- Mathematical principles and calculations.
- 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.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

### **Ability to:**

- Lead, organize, schedule, assign 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.
- 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.
- Work independently in the absence of supervision.
- Work extended hours, including nights, weekends and holidays when necessary.
- Ensure adherence to safe work practices and procedures in the workplace.
- Operate a motor vehicle and travel to various District sites, projects and/or meetings.
- Effectively communicate in person, over the telephone, and in writing.
- Operate modern office equipment including computer equipment and relevant software programs.
- 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 G.E.D., supplemented by specialized training or coursework in the building trades or a related field; AND
2. Four (4) years of work experience in facility maintenance with two (2) years performing duties at a level comparable to a Facilities Worker.

**Licenses and/or Certifications:**

- 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.

**Standby and Call Back:**

Employees in this classification may be required to participate in standby duty and are subject to call back, which may include nights, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on standby, or report to an emergency, and refuses to do such, shall be subject to disciplinary action up to and including termination.

### **PHYSICAL DEMANDS**

Must possess mobility to work around District buildings and facilities; ability to travel to various District sites, projects and/or meetings; strength, stamina and mobility to perform moderate 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 up to 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.