



City of Des Moines, Washington
JOB DESCRIPTION



SENIOR/LEAD MAINTENANCE WORKER - FACILITIES

Regular, Full-time

Salary Grade: T-18

FLSA Status: Overtime Eligible

Union Status: Teamsters

EEO Category: Service Maintenance

Nature of Work

Under the general direction of the Public Works and Parks Maintenance Superintendent, this position is responsible for providing lead direction to a crew member, overseeing day-to-day maintenance activities and performing a full range of semi-skilled and skilled tasks involved in the construction, alteration, modification, maintenance and repair of City-owned buildings, structures, offices, facilities and associated mechanical and electrical systems; and performs related duties as assigned. Performs the non-routine and most complex troubleshooting, installation, repair and maintenance work, requiring the application of considerable knowledge of departmental equipment, facilities and operations. Trains other personnel in the use of departmental equipment as directed. Schedules daily work and oversees the work of a crew member, organizes material and equipment, directs work to ensure time and safe accomplishment of tasks, assists in performance evaluation of the crew member and interviewing prospective employees.

Essential Functions

- Provides lead work direction and plans, schedules, oversees, inspects and participates in the work of semi-skilled work in the construction, alteration, maintenance and repair of City-owned buildings, structures, offices, facilities and associated mechanical and electrical systems; ensures compliance of facilities maintenance activities to pertinent codes, regulations and guidelines; coordinates crew work with other departments and divisions.
- Ensures the performance of predictive and preventive maintenance programs; conducts regular inspections of City buildings and facilities to determine needed maintenance and repairs; receives and checks forms and work requests for accuracy and confers with City staff regarding work orders and service requests; estimates labor, material and equipment requirements for assigned work and projects; ensures work orders are closed out properly by staff; generates work requests as needed.
- Provides lead work direction and participates in building trades work; reads and draws sketches of new carpentry projects or additions; installs and repairs drywall; paints, stains and textures walls, fences, furniture, ceilings and metal surfaces; removes graffiti; replaces and seals glass panes; installs mini-blinds or other window treatments; makes repairs to roofing, drains and gutters; pours concrete for securing equipment, fence posts and general repairs; lays and repairs flooring, carpet, laminate and tile; sets up and breaks down metal scaffolding.
- Oversees and participates in the installation, troubleshooting and repair of electrical and electronic systems, machinery, motors, devices, controls and related systems; installs and

tests circuits; connects emergency generators to transfer switches; connects electrical wire harnesses to modular furniture; tests security alarms and panels; sets up computer peripherals.

- Oversees and participates in troubleshooting and repairing heating, ventilation and air conditioning systems; operates boilers and monitors temperatures and pressures; monitors computerized control systems and corrects airflow and temperature problems.
- Oversees and participates in installing new plumbing fixtures and piping and repairing a variety of plumbing fixtures and equipment.
- Oversees and participates in installing and repairing furniture; assembles and reconfigures modular furniture and panel systems; installs ergonomic equipment on desks and work surfaces; delivers, picks up and stores furniture.
- Oversees and participates in performing locksmith duties; performs minor repairs on doors, gates and moveable walls; re-keys locks on doors and equipment; installs new doors, door closers and door hardware; troubleshoots and fixes electronic door locks and card readers; opens doors and facilities using master keys.
- Purchases materials and supplies in accordance with established City policies in order to complete needed repairs.
- Maintains inventory control records, building and site plan files, and building system service records.
- Develops short- and long-range building energy conservation plans.
- Develops preventative maintenance schedules, programs, and budget requirements, for each City facility.
- Monitors and oversees performance of contracted services i.e., custodial, HVAC, security, fire alarm, and rodent.
- Maintains current skills and knowledge regarding proper and safe maintenance and repair techniques and utilizes them in the daily performance of assigned duties; inspects and maintains operating condition of assigned repair equipment and tools; performs preventative maintenance and minor adjustments to equipment.
- Organizes and assembles materials and equipment necessary for tasks.
- Operates, maintains, and instructs others on the use of dump trucks, trailers, boom trucks, and various power and hand tools according to Division standard operating procedures.
- Enters accurate daily work records in the City's computerized asset and maintenance management system to schedule and assign work to crew and maintain records of time spent and materials used on assigned projects.
- Operates a computer for correspondence and to enter, retrieve, review, and modify data.
- Assists with the evaluation of crew members.
- Assists with interviewing prospective employees.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

Knowledge of:

- Electrical and mechanical system repairs and maintenance.

- Routine plumbing, carpentry, and construction repairs;
- Operation of power and hand tools.
- Cleaners, chemicals, equipment, supplies, and techniques necessary to clean buildings and furnishings.
- First Aid and applicable general safety practices, rules and procedures.
- General equipment repair and maintenance.

Ability to:

- Detect and repair a variety of building defects and equipment failures including troubleshooting common and unusual building maintenance problems;
- Use and operate tools and equipment related to assignment,
- Follow oral instruction and read, interpret, follow and explain written instructions.
- Use initiative and sound judgment within established guidelines.
- Operate City vehicles, including commercial vehicles, observing legal and defensive driving practices
- Communicate clearly and concisely, both orally and in writing.
- Operate computer equipment and software applications related to assignment.
- Work as a team member in a challenging, changing environment.
- Operate equipment safely and efficiently.
- Establish and maintain effective working relationships with other employees, supervisors, and the public.
- Perform heavy manual labor, at times for extended periods of time under varying weather conditions.
- Effectively plan work, organize equipment and supplies, and properly and safely lead, train and oversee the work of a small work crew for task accomplishment.
- Read, follow complex written instructions, and perform basic mathematical computations.
- Climb ladders, walk, kneel, crouch, and stand for long periods of time.
- Work in confined spaces.

Education and Experience Requirements

- Graduation from high school or GED equivalent; and
- Four years of progressively responsible experience in building maintenance and repair and/or building trades.; or
- An equivalent combination of training and experience sufficient to successfully perform the essential duties of the job.
- One year of lead or supervisory experience in a facility maintenance or construction setting preferred.

Special Requirements

- Successful completion of a pre-employment background and criminal history check.
- Possession of a good driving record, and ability to maintain throughout employment.
- Possession of, or the ability to obtain within six months of hire date, a Class A Commercial Driver's License (CDL), and maintain throughout employment.
- Pre-employment, random, and post-accident drug and alcohol testing are required for this position.

- Possession of a valid First Aid/CPR card, or obtain within three months of hire date, and ability to maintain throughout employment.
- Possession of a current Washington State Department of Transportation Traffic Flagging Card within three months of hire date; must maintain throughout employment.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Working Conditions: Typical assignments work primarily outdoors; travel from site to site; exposure to noise, dust, grease, smoke, fumes, solvents, toxic agents/chemicals, gases, electrical currents, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. May be assigned to hazardous work areas such as street surfaces, rights-of-way, medians; in ditches, pits and underground vaults; confined spaces; around heavy equipment; and operating potentially dangerous tools.
- Physical Demands: Primary functions entail strenuous physical labor, requiring physical dexterity and mechanical aptitude. Duties require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp and make repetitive hand movement; to lift, carry, push, and or pull moderate to heavy amounts of weight (frequently up to 50 pounds and occasionally up to 100 pounds with assistance). Must be able to operate assigned equipment and vehicles, and to verbally communicate to exchange information. Specific vision abilities include close vision, distance, vision, color vision, peripheral vision, depth perception, and the ability to focus, with or without correction. Must be able to hear in the normal audio range with or without correction.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2018.