



## City of Lake Oswego, Oregon

### Job Description

#### **FACILITIES MAINTENANCE LEAD**

**FLSA Status: Non-exempt**

**Union Representation: LOMEA**

**Salary Grade: 151**

**Job Code: 2044**

#### **Class Summary**

The Facilities Maintenance Lead performs a full range of construction, installation, maintenance and repair duties related to building maintenance, which includes the operation of tools and heavy equipment. Other tasks include administrative activities to assist with efficient and effective flow of work within the assigned area. The incumbent may, upon direction, act as supervisor in the absence of the facilities manager.

#### **Distinguishing Characteristics:**

The Facilities Maintenance Lead classification is distinguished from a Facilities Maintenance Technician classification by the scope of responsibility and the performance of more complex duties. These duties may include project coordination of larger facilities improvements; new facility projects; and the ongoing lead worker responsibility of Facilities Maintenance Technicians, including monitoring performance and directing work.

#### **Essential Duties and Responsibilities**

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Monitors and adjusts mechanical, electrical, and heating and ventilation systems on a daily basis; coordinates monthly maintenance checks and services systems to assure efficient operation. Tests emergency generators.
2. Plans, prioritizes, assigns and oversees the maintenance work performed for assigned facilities. Reviews daily work assignments. Coordinates work orders and emergency requests, and schedules work within available resources.
3. Develops work plans, timelines and resource allocations for assigned projects. Monitors progress to ensure objectives are met.
4. Coordinates and/or performs preventative maintenance and repairs to mechanical, electrical, HVAC and plumbing systems and equipment.
5. Coordinates work activities with staff, internal and external customers, contractors, vendors and the general public. May develop contract specifications for bid requests.
6. Coordinates and performs work so as to ensure the safety of the building's tenants and the continuous operation of the site. Assures public safety and safe working conditions through inspections and using proper methods and procedures within state regulations.
7. Reviews record keeping and documentation to ensure compliance with local, state and federal agencies' laws, codes, ordinances and regulations.

8. Assists in ordering needed materials. Completes paperwork and records. Follows up on incorrect or non-received purchases.
9. Monitors and reports on employee safety practices in the field.
10. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Advanced methods, techniques, materials and equipment related to all aspects of building operations and maintenance.
- Maintenance and repair methods and procedures for plumbing, security systems, and equipment.
- Construction methods and materials, such as window installation, window maintenance, and basic door maintenance.
- Principles and procedures of financial record keeping.
- Safety standards, practices and procedures relating to equipment operation, heavy labor, and power tools and equipment.
- Project management methods and processes.
- Software programs relating to building power management and processes to improve efficiencies.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Use tools and equipment used in general construction, repair and maintenance in a commercial environment.
- Diagnose and repair a variety of mechanical equipment problems.
- Read equipment manuals, building construction plans or blueprints.
- Maintain accurate records.
- Develop budget input and resource estimates.
- Productively lead and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- Demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- Establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- Communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to develop and present reports that may include technical information.
- Use general office equipment.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D; and four years of experience in general landscape, maintenance, construction work; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing and Other Requirements:**

Positions in this classification are required to possess a valid driver’s license and ability to meet the City’s driving standards.

May be required to possess or be able to obtain within six months from appointment a State of Oregon Limited Maintenance Electrician (LME) License.

This position works primarily during routine daytime hours. However, responses to emergencies or construction schedules will require some nighttime, weekend, and holiday work activity. Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; occasional response to emergency conditions during off-hours; operation of a motor vehicle on public roads. Frequent travel between facilities involves the hazards normally associated with vehicular travel, particularly during inclement weather.

**Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Heavy Physical Work: Must be able to move objects by exerting up to (50) pounds of force occasionally and/or up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director** **Date**

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**Human Resources Director** **Date**

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**Employee** **Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*