

CREW LEADER/FACILITY MAINTENANCE

Department: Public Works **Classification/Grade:** 18
Division: Facilities **FLSA Status:** Non-Exempt
Reports to: Facility Division Manager **Date Approved:** _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Performs skilled and semi skilled construction and maintenance work; directly oversees and supervises a small crew engaged in public works activities; training personnel.

ESSENTIAL FUNCTIONS AND RESPONSABILITIES:

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Maintain facilities and grounds; weed and pest control, repair sidewalks, frame, roofing, paint, bricklaying, minor electrical and plumbing repairs and installations, minor HVAC repair, cement work and repair of irrigation systems.
3. Operate equipment, including backhoe, and landscaping tractor and pesticide sprayer.
4. Supervise full-time and part-time custodians.
5. Perform maintenance and repair of grounds equipment.
6. Order of supplies and maintenance of inventory.
7. Oversee security systems for all facilities. Re-key locks and master key.
8. Maintain floors, scrub, burnish, and put finish on facility floors.
9. Instruct field personnel in, and enforces safety measures, regarding proper use of vehicles, machinery and related tools.
10. Be dependable and meet acceptable attendance requirements at all times.
11. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

- A. Perform other related duties as assigned.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- A through knowledge of modern methods of construction, repair and maintenance and safety procedures as they relate to public works projects.
- Familiarity with construction tools and equipment.
- Knowledge of light equipment operation and chemical pesticides.
- Basic electrical and HVAC maintenance background.

Ability to:

- Lead, coordinate and supervise field personnel in the process of carrying public works related projects
- Ability to handle heavy physical labor.
- Ability to adapt to varying work assignments.
- Maintain and service facilities vehicles and equipment.

Special Requirements

Residency Requirement: Must be able to respond within 20 minutes from residence.

Experience, Education & Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High School Diploma or G.E.D.

Experience: One year experience in facilities maintenance.

Training: Classes as required to perform job.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid driver’s license. CDL desired.

WORKING CONDITIONS:

Work is performed under the following condition:

Work is primarily performed in City buildings. Work may occasionally be performed outside in varying conditions in varying and extreme weather conditions for extended periods of time where employees are exposed to excessive noise and vibration; heavy construction equipment, dust, traffic. Requires weekend, holiday and evening work and is subject to 24 hour call back for emergency conditions.

Physical requirements:

Physical demands include moving, bending, twisting, climbing, stooping, kneeling, and reaching. Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, and stand for long periods of time. Regular lifting/carrying/pushing or pulling of objects and equipment ranging in weight from 25 to 100 lbs is required.

Job hazard/Risk Factors:

Employees risk hazard from power tools and cleaning solvents, mechanical and electrical equipment, exposure to human debris, drug paraphernalia, heavy equipment, and working in and around hazardous gases, fumes, paint, chemicals and pesticides. May be required to work in heights in excess of 20 feet

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
2005
October 2009