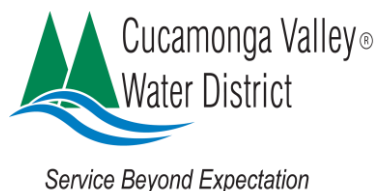


# LEAD FACILITIES MAINTENANCE SPECIALIST



Job Status: Non-Exempt  
Date Adopted: 01-2015  
Date Modified: 03-16-2023

Safety Sensitive Position

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

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## **DEFINITION**

Under general supervision, performs a variety of semi-skilled and skilled tasks in the construction, alteration, maintenance and repair of District buildings and facilities; and performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

The Lead Facilities Maintenance Specialist is an advanced journey working level classification. At this level, incumbents perform the most complex and specialized work tasks, while exercising broader discretion and independent judgment within established guidelines.

## **SUPERVISION RECEIVED AND EXERCISED**

Direct supervision is received from the Operations Supervisor (Facilities) and/or Operations Manager (Fleet, Facilities, and Procurement).

Technical or functional work direction will be provided to Facilities Maintenance Specialist I/II's and Facilities Maintenance Worker by the Lead Facilities Maintenance Specialist.

## **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

### **Essential Functions:**

1. Performs various maintenance functions in carpentry, plumbing, heating and air conditioning, custodial, painting, and minor electrical repair.
2. Inspects air conditioning and heating units to ensure efficient operation; diagnoses electrical and mechanical malfunctions and makes necessary repairs; installs new heating, ventilation, and air conditioning systems.
3. Installs, assembles, relocates, and repairs office equipment, including clocks, appliances, and furniture.
4. Ensures preparedness of meeting rooms, including the Board room, and conference rooms as appropriate, including the addition or rearrangement of furniture; set-up, maintains, adjusts and repairs lighting and room thermostats.

## **Lead Facilities Maintenance Specialist**

5. Does rough carpentry work associated with the remodeling of offices and buildings, including constructing forms, repairing drywall, plaster, roofing, doors, and broken tiles and repair or replacement of window frames and broken windows; paints, stains, patches, builds, and installs furniture and cabinets.
6. Troubleshoots and maintains plumbing systems, toilets, faucets, and drains in building and other District facilities; replaces piping and exercises pumps and valves to flush drainage systems.
7. Performs minor electrical repairs to and including lighting, light fixtures, and pumps.
8. Performs duties related to custodial work on the interior and exterior of District facilities, including cleaning of room, halls, restrooms, offices, and District property. Completes building and site inspections and equipment monitoring and testing associated with a preventive maintenance program; maintains records and makes reports of work conducted or planned.
9. Assists in monitoring and coordinating the work of contracted maintenance services, such as for landscaping, janitorial work, solar heating, or concrete replacement; review and verifies work referenced on contractor invoices.
10. May assist in orienting or training new personnel; makes recommendations on improvements to job procedures.
11. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
12. Regular attendance at the work site.

### **Marginal Functions:**

1. Responds to after-hour emergencies, as necessary.
2. Performs related duties and responsibilities as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### ***Knowledge of:***

Methods and techniques of skilled and semi-skilled maintenance used in carpentry, plumbing, electrical work, custodial work and heating and air conditioning repair.

Equipment and tools used in the area of work assigned.

Occupational hazards and safe work practices.

Standard maintenance service contracts and invoicing procedures.

### ***Skill in:***

The use of hand and power tools.

Driving a District vehicle in a safe manner.

## Lead Facilities Maintenance Specialist

### Ability to:

Perform building and equipment maintenance troubleshooting and repair work.  
Work independently in the absence of direct supervision.  
Perform a variety of manual tasks for an extended period of time.  
Assist in forecasting equipment replacements needed.  
Read building plans and blueprints, electrical schematics, and piping system diagrams.  
Help oversee the work of contracted service providers.  
Understand and carry out oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain cooperative working relationships with those contacted during work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.  
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment.

### REQUIRED QUALIFICATIONS

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

<b>Job Title</b>	<b>Lead Facilities Maintenance Specialist</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Four (4) years of experience in carpentry, plumbing, electrical, custodial, or heating and air conditioning work at the District.</li></ul>
<b>Education/Training</b>	<ul style="list-style-type: none"><li>• Equivalent to a High School Diploma.</li></ul>
<b>Required License/Certification</b>	<ul style="list-style-type: none"><li>• Possession of a valid ESCO Institute EPA Refrigerant III certification.</li></ul>
<b>Desirable Degree/License/Certification</b>	<ul style="list-style-type: none"><li>• IFMA Facility Management Professional (FMP) Credential</li></ul>
<b>DMV Class</b>	<ul style="list-style-type: none"><li>• Possession of a valid California Class C driver's license and a satisfactory driving record.</li></ul>

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

#### Environment:

Indoor and outdoor environment; exposure to noise, dust, grease, smoke, fumes, solvents, gases, and all types of temperature conditions; work and/or walk on various types of surfaces, including slippery or uneven surfaces,; work at heights.

#### Physical:

Incumbents require sufficient mobility to walk, stand and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift and/or carry up to 50 pounds and

## **Lead Facilities Maintenance Specialist**

### **Physical (continued):**

occasionally lift and/or mover over 100 pounds; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

### **Mental:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; use simple arithmetic reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District staff and other organizations.

### **Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

### **Hearing:**

Hear in normal audio range with or without correction.