

CITY OF SPOKANE VALLEY
POSITION DESCRIPTION

Class Title:	Maintenance Worker Lead	Job Code Number:	706
Department:	Deputy City Manager	Grade Number:	13
Division:	Maintenance	FLSA Status:	Non-Exempt
Date:	January 1, 2023	Location:	City Hall

GENERAL PURPOSE

Establishes, leads and performs hands-on work in the comprehensive maintenance and repair program for multiple City-owned buildings and grounds. Duties require varied experience in the building trades to determine the proper action required within the limits of standard procedure. Assigns work and ensures work of maintenance staff is performed in compliance with appropriate safety and security standards. May also plan and prioritize construction and provides input in operations and maintenance.

SUPERVISION RECEIVED:

Works under the general supervision of the Deputy City Manager.

SUPERVISION EXERCISED

Leads full and part-time time maintenance staff, and temporary employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develops the overall maintenance and repair program for City-owned buildings, grounds and facilities. Makes recommendations regarding facilities maintenance budgets and priorities.

Selects, trains and leads personnel, and assists supervisor in resolving employee grievances. Maintains harmony amongst subordinate employees and work teams. Determines work procedures, prepares work schedules and expedites workflow. Issues written and verbal instructions. Assigns duties and examines work for exactness, neatness and conformance to policies and procedures. Studies and standardizes procedures to improve efficiency of subordinates.

Plans, assigns, and participates in, the work of employees and contractors engaged in carpentry, painting, electrical, electronic, sheet metal, HVAC, plumbing, roofing, plastering, masonry, and other necessary work in the maintenance, repair, and construction of assigned public buildings and facilities.

Inspects building facilities to identify building maintenance needs. Performs some building maintenance and repair, including carpentry, plumbing, heating/air conditioning and electrical work. Performs equipment diagnostic tests and routine inspections of building components as recommended by manufacturer. Assists in calibrating and adjusting building settings to maintain

comfortable, safe and economical facilities. Tests and maintains security and fire alarm systems as needed. Plans, supervises, performs, and oversees landscaping work by employees and contractors for identified City facilities.

Ensures safe interior and exterior conditions of building, such as snow and ice removal of entry ways, roof lines and gutters. Inspects and remedies potential hazards, such as tripping hazards; sharp corners and edges; and faulty doors, hardware, furniture and office equipment.

Assists in bidding and selection of vendors for necessary parts, repairs, new purchases and maintenance needs, and oversees their work if applicable.

Reads and interprets sketches, diagrams and blueprints.

Creates and maintains a variety of records relating to inspections, repairs and other maintenance activity.

Responds to complaints and service requests regarding facility maintenance and operations.

May be required to provide responses to repairs/maintenance/etc. after normal working hours, including weekends and holidays.

Performs other related or similar duties as assigned.

Responds to routine and non-routine inquiries from the general public; investigates and responds appropriately to citizen complaints and requests for customer service.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school education or GED equivalent; and

(B) Five (5) years of experience in building maintenance or a related field, two (2) of which at the lead level or higher; or

(C) Any equivalent combination of education and experience.

Necessary knowledge, Skills, Abilities and Other Traits:

(A) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance and repair activities;

(B) Skill in operation of some of the listed tools and equipment; and

(C) Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

(D) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS

Valid State Driver's license, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, pickup truck, utility truck, tamper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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.

Approval: 
Human Resources Director

Approval: 
City Manager

Effective Date: January 3, 2023

Revision History: January 3, 2023 -
Established