

## City & Borough of Wrangell

## Position Description

Position: Facility Maintenance Specialist Lead	Position Number:
Department/Site: Capital Facilities	FLSA: Non-exempt
Evaluated by: Capital Facilities Director	Salary Grade: 23

### **Summary**

The Facility Maintenance Specialist Lead is responsible for the day-to-day maintenance of all Borough facilities and grounds, either personally or through subordinate staff, and is expected to exercise independent judgment, initiative and professional skills and knowledge in the management and supervision of the facilities' maintenance department.

Incumbents in this position are assigned to facilities maintenance and performs more complex skilled and semi-skilled tasks in a various trades. This position is responsible for short and long range facilities maintenance planning.

Responsibilities of the Facility Maintenance Specialist Lead include the coordination, assignment and supervision of all activities relating to the maintenance, repairs, equipment operation, construction and improvements for the Borough's physical facilities and equipment. Occasionally works with other City departments, assisting in special projects.

Works independently or cooperatively with others under the daily direction and supervision of the Capital Facilities Director.

### **Distinguishing Career Features**

The Facility Maintenance Specialist Lead is the senior position leading and performing all building and equipment maintenance. The Facility Maintenance Specialist Lead is usually more experienced than the Facility Maintenance Specialist and provides leadership, mentorship and training to other operational staff and serves in a lead capacity for operations. Advancement to Facility Maintenance Specialist Lead is based on need and requires demonstrated knowledge of and experience in the responsibilities of the job.

### **Essential Duties and Responsibilities**

This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

- The Facility Maintenance Specialist Lead will direct and perform a wide range of skilled work in the repair and maintenance of facility structures, their building systems and equipment for all Borough-owned facilities; resolves emergency situations; ensure that assignments are completed in a safe, proper and timely manner and oversee and support assigned maintenance personnel in the performance of their assignments, all while working under limited supervision using standardized practices and/or methods.
- Assist the Capital Facilities Director in identifying future facility improvement needs.
- Assist the Capital Facilities Director in monitoring the division's budget, analyzing cost effectiveness of services and making recommendations in support of cost control budget initiatives.

- Assist in developing equipment replacement schedules and costs.
- Inspect facilities, systems and components on a regular basis for the purpose of identifying and accomplishing priorities for maintenance and repair.
- Assess equipment and supply needs for maintenance operation and projects. Obtains pricing and recommends purchases of supplies to the Capital Facilities Director.
- Supervise lower-level employees.
- Comply with all safety requirements and practices; ensure that any direct reports also comply with all safety requirements and practices.
- Employee is assigned projects by the Capital Facilities Director, but has considerable flexibility in determining the schedule, work direction and process, and specific steps of each assignment. In addition to providing field direction to facilities maintenance employees, the Lead will also perform the specific facilities maintenance duties. Review work for timely completion, accuracy, quality and safe work practices.
- Train subordinate personnel in current troubleshooting, maintenance, and repair techniques and recommend outside training required to keep skills current and further the abilities of personnel.
- Perform complex work in the maintenance and repair of all building structures and their systems, including but not limited to, electrical, heating, cooling and ventilation systems, plumbing systems and boilers, and carpentry work for construction and other maintenance and repair tasks as appropriate.
- Receive requests through work orders or direct contact. Assess the nature of the repair requests and assigns a priority. Keep work orders current and maintain computerized maintenance records.
- Investigate and troubleshoot problems with facilities and equipment, and coordinate problem resolution as appropriate.
- Schedule and implement preventative maintenance for each CBW facilities, equipment and systems, including elevators, heating and air conditioning systems, ventilation systems, digital and pneumatic controls, electrical systems, security and fire alarm systems, fire extinguishers, and office equipment.
- Prepare and maintain accurate records of all maintenance and repair activities and keeps all facility Operations & Maintenance manuals up to date.
- As appropriate, contact and coordinate external contractors and service agencies to schedule certain maintenance or repair work and ensure timely and effective work completion.
- Maintain an adequate inventory of necessary spare parts, ordering materials, supplies, spare parts and equipment, as needed, to be able to complete repairs on a timely basis. Prepare requisitions for such materials according to established procedures.
- Coordinate and monitor fuel oil deliveries at certain facilities.
- Assign or personally respond to emergency breakdowns, and repair delinquent equipment on a timely basis.
- Responsible for the proper and safe operation of a variety of maintenance and repair tools and equipment. Research, train and demonstrate required skills and safe work practices for maintenance staff in all areas of work disciplines.
- Coordinate routine building systems and equipment inspections, such as those for sprinkler systems, fire alarm systems and elevators. Address deficiencies identified during inspection in a timely manner.
- This position is subject to call-out or call-back at any time due to staff shortages or emergencies in order to facilitate and sustain departmental operations.
- This position may require the employee to enter confined spaces as part of the job duties. Employees that participate or have duties in the Confined Space Program will receive training to ensure that each individual has the understanding, knowledge and skills necessary to safely perform all permit-required confined space operations.

- This position requires the employee to wear a variety of respirators as part of the job duties. Therefore, the employee must be able to pass a medical evaluation and a quantitative fit test on an annual basis.
- Occasionally assist other department crews as manpower needs arise.
- May be required to work extended hours, as determined by management or facility needs.
- Perform other job-related duties and responsibilities that support the overall objectives of the position, or as assigned by the Capital Facilities Director.

## **Qualifications**

### **Knowledge**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Experience applying the principles of building maintenance and repair and knowledge of materials associated with the construction and maintenance of buildings.
- Building automated control systems and components.
- Methods, tools, materials and equipment used in all phases of facilities maintenance.
- Basic leadership principles in order to effectively lead and train a crew of maintenance workers and exchange technical information.
- Basic mathematics including calculations using fractions, percent and ratios to record and compute precise measurements.
- Interpret technical manuals, engineered drawings and specifications, safety rules, operating and maintenance instructions, and procedure manuals.
- Personal computer experience in Windows-based applications for data processing and spreadsheet development and other software as utilized by the department such as work order generation and inventory tracking software, or the ability to learning such software applications.
- Experience in maintenance hazards and safety practices related to building trades, including applicable OSHA standards and safe operation of tools, equipment and vehicles.

### **Abilities & Skills**

- Skills are required to perform the duties of the position, with the potential to upgrade skills in order to meet changing job conditions.
- Demonstrated ability to act as a lead worker and to plan and coordinate the work of others.
- Ability to perform a wide range of physical and manual tasks in both indoor and outdoor environments.
- Broad range of mechanical, electrical, plumbing and carpentry skills.
- Requires sufficient writing skills to prepare reports.
- Ability to perform record keeping functions.
- Ability to communicate professionally and effectively with customers, contractors, design professionals, outside agencies and other employees of the organization.
- Add, subtract, multiply and divide. Ability to perform these operations while often converting between different units of measurement.
- Apply commonsense understanding to carry out detailed written or oral

instructions.

- Deal with problems involving a few concrete variables in standardized situations.
- Adapt to situations that are frequently not anticipated or planned for.
- Work independently with minimal direct supervision.

### **Physical Abilities**

- Requires sufficient ambulatory ability to inspect premises, including the ability to bend, stoop, crawl, climb, and walk in confined areas. Must be able to work from and perform complicated and physically demanding tasks from ladders, scaffolds, powered man-lifts, and other elevated areas.
- Sufficient visual acuity to read detailed drawings, recognizing words and numbers and to drive, read and write, and perform repair work.
- Sufficient auditory ability to carry on conversations in person and over the phone.
- Must be able to regularly lift and/or move up to 50 pounds, often reaching from awkward positions using hand-eye coordination to insert parts.

### **Education and Experience**

- Any combination of education, training, and experience which demonstrates an ability to perform the duties and responsibilities as described, including progressively responsible journey-level experience in building maintenance and repair and/or building trades. A typical qualifying entrance background would be four years' experience in the skilled trades.
- A variety of maintenance, equipment operation and construction experience.
- Requires a high school diploma or general education degree (GED), and possess the ability to clearly read, write, and speak English. One year of college or technical level classes related to building maintenance technologies is preferred.

### **Licenses and Certificates**

- Requires a valid Alaska Driver's License or the ability to obtain one.

### **Working Conditions**

- Work is performed indoors and outdoors where some safety considerations exist from physical labor and equipment operation. Will frequently work in outside weather conditions and will regularly be exposed to extreme cold.
- Will frequently work near moving mechanical parts and is frequently exposed to wet and/or humid conditions.
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, hazardous and obnoxious working conditions, extreme heat, and risk of electrical shock.
- The noise level in the work environment is usually moderated.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.