

**SAN BERNARDINO MUNICIPAL WATER DEPARTMENT**

**FACILITIES MAINTENANCE LEADPERSON**

**JOB DESCRIPTION**

Under general supervision, participates in the work of and leads a staff of semi-skilled tradesmen engaged in the maintenance, repair, alteration and limited construction of special projects related to buildings, equipment, and facilities; leads, guides, motivates, trains, instructs and corrects the work of assigned staff members in the performance of specific tasks. Directly responsible for the implementation and adherence to weekly work schedules and coordination with other sections; controls job interruptions due to emergency requests; and performs related work as required.

**REPRESENTATIVE DUTIES**

Provides courteous and expeditious service to the general public and City department staffs; performs safety, quality, and time standard monitoring of jobs; recommends and participates in hiring, firing, and disciplinary actions; identifies the causes of failures, breakdowns, and repetitive repairs; recommends skill level and training for assigned staff; ensures that accepted work and safety methods are practiced; performs and leads construction and repair work involving the use of tractors, mowers, back-hoes, trucks, cranes, man-lifts, ditch witches, and related equipment; assists in the development of specifications for maintenance and repair contractual services, including air conditioning, heating, janitorial, grounds keeping, and building maintenance; estimates, reads and interprets blueprints and sketches; ensures that safety rules and regulations are observed; serves as section head in the absence of Facilities Maintenance Supervisor; routinely adheres to and maintains a positive attitude towards City and Department goals, and performs related work as required.

**MINIMUM QUALIFICATIONS**

Graduation from high school or G.E.D. equivalent, and minimum of three (3) years of responsible and specialized construction and maintenance experience, of which two (2) years must have included construction trades such as sandblasting, painting, pipe fittings, welding, and construction of concrete and wooden structures. Must possess a valid Class "C" California Driver's License and maintain a driving record acceptable to the Department's insurance carrier.

**GENERAL QUALIFICATIONS**

**Knowledge of:**

Appropriate safety precautions and procedures;  
Applicable codes and regulations;  
Basic work methods in air conditioning, carpentry, plumbing, and tool maintenance, painting and coating;  
Blueprints, layout plans, and designs;  
Diagnosis and inspection of equipment and facilities;  
Basic mathematics;  
Complete knowledge of heavy equipment operator hand signals;  
Equipment, materials, tools and advanced methods and procedures used in the maintenance, repair, alterations and limited construction of buildings and facilities;  
Basic record keeping methods;  
Principles of work planning and scheduling;  
Principles of supervision and training.

**Ability to:**

Prepare written and oral reports;  
Evaluate the need for building maintenance repair;  
Coordinate and implement a maintenance schedule, making efficient use of all equipment and personnel;  
Estimate material and labor costs;  
Order and request materials, supplies and services;  
Operate a vehicle observing legal and defensive driving practices;  
Understand and carry out oral and written instructions;  
See in the normal vision range with or without correction;  
Hear in the normal audio range with or without correction;  
Establish and maintain effective relationships with those contacted in the course of work;  
Perform moderately heavy physical labor. Must have free action to bend, lift, stoop, etc;  
Work in a variety of environmental conditions of noise, vibrations, fumes, odors and dust;

**ORGANIZATIONAL RELATIONSHIPS**

The class of Facilities Maintenance Leadperson is the journeyman level in the Water Reclamation Plant Facilities Maintenance Series. Supervision is received from the Facilities Maintenance Supervisor.