

BUILDING MAINTENANCE LEADER

NATURE OF WORK IN THIS CLASS:

Leads a crew and performs skilled carpentry, plumbing, and electrical work in the maintenance, alteration and repair of buildings.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Leads a crew and performs carpentry work involved in the maintenance, alteration, and repair of buildings and the installation, alteration, maintenance and repair of plumbing and electrical systems, appliances, fixtures and related devices.

Insures that material and equipment are properly maintained and that replacements are available.

Estimates labor and material costs for work projects; maintains records of time charged to projects; prepares report as required.

Interprets and works directly from blueprints, sketches and diagrams.

Demonstrates work methods and procedures, proper use of tools and equipment and safety practices to subordinates.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard methods, techniques, materials, tools, and equipment of the carpentry, plumbing, and electrical trades used in the maintenance, alteration and repair of buildings.

Knowledge of shop mathematics.

Knowledge of local plumbing and electrical codes.

Ability to lead the work of others.

Ability to estimate labor and material cost for work projects.

Ability to interpret and work directly from diagrams, blueprints and sketches.

Ability to insure materials and equipment are properly maintained and that replacement parts are available.

Ability to apply and enforce safe work practices on the job.

Ability to follow and provide oral and written instructions.

Ability to maintain records and prepare reports.

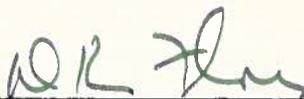
Skill in the carpentry, plumbing and electrical trades.

MINIMUM EXPERIENCE AND TRAINING:

(a) Five years of carpentry, plumbing and electrical experience in the maintenance, alteration and repair of buildings, including one year at the skilled level; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission