

## MAINTENANCE LEADER

NATURE OF WORK IN THIS CLASS:

Leads and performs skilled work involved in the maintenance and repair of building structures, machinery, electrical and mechanical equipment and fixtures.

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 and participates in the repair and maintenance of building structures, machinery, plumbing systems, electrical and mechanical equipment and fixtures.

Estimates the time and material costs for work projects.

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

Performs complex repair work, requiring full skills.

Applies and enforces safe work practices on the job.

Reads and works from building codes, diagrams and blueprints.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard principles, methods, practices, techniques, tools and equipment used in the maintenance and repair of building structures, machinery, electrical and mechanical equipment and fixtures.

Ability to lead the work of others.

Ability to estimate the time and material costs needed for work projects.

Ability to read and work from building codes, diagrams and blueprints.

Ability to ensure that 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 work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

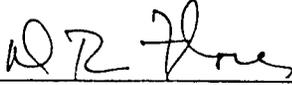
Skill in the maintenance and repair of building structures, machinery, electrical and mechanical equipment and fixtures.

MINIMUM EXPERIENCE AND TRAINING:

(a) Three years of experience in the repair of building structures, machinery, electrical wiring and fixtures, 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