City of Inglewood Job Description
Class Code: 286

#### LEAD FACILITIES MAINTENANCE TECHNICIAN

## **DEFINITION**

Under general supervision, leads assigned staff in the maintenance, repair and renovation of City facilities.

#### **ESSENTIAL FUNCTIONS**

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

# **TASKS**

Instructs, oversees and participates in the maintenance, repair and operation of City facilities; delegates and leads in work activities including the maintenance and repair of: electrical, plumbing, carpentry, lock/entry, fire alarm, sprinkler, security, PA/intercom, emergency generator and energy lighting systems; prioritizes work activities of assigned staff; monitors and assists in the evaluation of work activities for assigned staff; communicates progress, problems and completion of work to supervisor.

Updates computer files and enters daily work orders completed and in progress; conducts research to obtain quotes and lists of vendors or contractors for maintenance services; notifies supervisor of materials or equipment necessary to complete work orders; assists in the implementation of safety procedures and guidelines for facilities maintenance staff; assists with responding to maintenance and repair calls or requests from City staff.

## KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of skilled trades related to facility maintenance, repair and renovation

Knowledgeable of occupational hazards and safety guidelines

Knowledgeable of and proficient in operating a personal computer hardware and software

Skilled in the safe use of power and hand tools used in facilities maintenance

Skilled in prioritizing and monitoring maintenance activities

Skilled in following and providing oral and written communication in English

Skilled in establishing and maintaining productive working relationships

# **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing, bending and lifting up to 50 pounds. Incumbents may be exposed to extreme temperatures and weather, areas under construction, toxic fumes, solvents and chemicals, infectious diseases and water and airborne pathogens.

## **QUALIFICATIONS**

A high school diploma or equivalent, **AND** three (3) years experience in building or trades maintenance **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.

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