



ORGANIZATION: City of Lincoln City
JOB TITLE: Lead Building Maintenance and Security Worker
FLSA STATUS: Non-Exempt, Grade 9
UNION: AFSCME
UPDATED: June 2016

PURPOSE OF POSITION: In a lead capacity, oversee and perform preventive and corrective maintenance and construction projects on City facilities including City Hall and the Community Center as assigned and that does not require State licensing. Perform custodial and building maintenance duties. Ensure facility security. Operate and maintain equipment and ensure safe work practices of crew.

ESSENTIAL JOB FUNCTIONS:

In a lead capacity, train, schedule, determine priority of work to be performed, assign and review work, provide input in the hiring and performance evaluation of crew and participate in duties of assigned crew.

Respond to various questions, resolve problems and provide technical assistance to crew that arise at the work site involving work tasks and the public.

Make recommendations regarding annual budget for operating needs and costs. Research and develop specifications for equipment purchases; estimate costs of proposed work and equipment and purchase materials as necessary, within budgetary guidelines.

Repair and maintain facility mechanical systems, including heating, ventilation, air conditioning, elevator hydraulics, fire sprinkler and alarm, electrical and plumbing systems. This may also include repair and maintenance of fitness equipment. Complete reports related to work activities and maintain related records in both manual and computer formats.

Assess and evaluate whether mechanical systems, including heating, ventilation, air conditioning, elevator hydraulics, fire sprinkler and alarm, electrical and plumbing systems require work that requires State licensing and make recommendations to Supervisor.

Perform routine and semi-skilled interior and exterior maintenance including work layout and design, painting, carpentry, cleaning and minor construction.

Clean offices and public areas in City buildings; sweep, mop and wax floors, vacuum and clean rugs and carpets, dust and polish furniture, clean and sanitize restrooms and empty trash. Stock supplies as needed.

Coordinate and oversee contracted and construction service work to ensure specifications are met. Prepare or provide input on bid specifications. Respond to contractor inquiries.

Develop, implement and update preventative maintenance, energy, conservation, emergency evacuation and air quality programs.

LEAD BUILDING MAINTENANCE AND SECURITY WORKER

JUNE 2016

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

Develop, implement and maintain City Hall building security measures, including opening and closing the building, maintaining keys and access requirements and responding to some security concerns. Monitor public areas from a security standpoint, remaining alert for fire, attempts at theft, or behavior which may cause damage or distress to building users, equipment or materials.

Use Microsoft Word and Excel and other City programs and systems to perform job duties. This includes using the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Maintain professional, respectful, productive and cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas. Model safety procedures for subordinates. Correct safety issues as identified.

Other related duties as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain Material Safety Data Sheets and safety devices to meet regulatory requirements. Maintain proficiency by attending training and meetings, reading materials and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: High School education or equivalent plus two years related training and over four years experience in performing similar duties or six years of related experience or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties. Knowledge of equipment, materials and methods used in routine custodial and semi-skilled facilities maintenance work e.g. plumbing, electrical, air conditioning, sprinkler systems, etc., and related safety precautions. Knowledge of hazards associated with supplies and equipment used in performing the duties of the position. Knowledge of general building security measures and ability to defuse situations.

SPECIAL REQUIREMENTS/LICENSES: Possession of valid driver's license and a current CPR/First Aid card or the ability to obtain one within six months of appointment and the ability to maintain one throughout employment.

DESIRABLE REQUIREMENTS: Possession of journey level certification in building trade, State of Oregon Electrical license and Level II Building Operation certification. Additional training or experience in security measures and techniques.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, push, pull, twist, bend, climb, kneel, lean, stoop, balance, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 20 pounds on a regular basis and may infrequently require moving materials weighing up to 60 pounds. Manual dexterity and coordination are required over 80% of the work period while operating hand and power tools and other building maintenance and custodial equipment. Must be available to act as an Emergency Responder. May be required to work weekends and evenings..

WORKING CONDITIONS: The work period is approximately 50% indoors and 50% outdoors with exposure to all weather conditions and associated hazards of building maintenance occupation.

SUPERVISORY RESPONSIBILITIES: In a lead capacity, responsible for one FTE.

SUPERVISION RECEIVED: Works under the general supervision of the Public Works Director or the Community Center Director.