



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Building and Facilities Crew Leader
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### **GENERAL PURPOSE**

Under direction, plans, leads, coordinates, assigns, inspects, and participates in the work of crews engaged in maintaining, repairing, and servicing District buildings, facilities, systems, machinery, and equipment; directs and oversees work of facilities maintenance service contractors; and performs related duties, as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced-level classification in the Building and Facilities Technician series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties and ensure efficient delivery of services. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice. Any employee designated to serve on-call who repeatedly refuses to serve on-call, or report for emergencies, shall be subject to disciplinary action up to and including discharge.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Plans, leads, coordinates, assigns, inspects, and participates in the work of crews engaged in maintaining, repairing, and servicing District buildings, facilities, systems, machinery, and equipment; trades areas include, but are not limited to, electrical, masonry, carpentry, cabinet making, plumbing, and painting.
- Performs a wide variety of advanced journey-level maintenance and repair tasks to buildings, facilities and equipment involving multiple trade areas.
- Ensures that section activities are carried out in a safe manner and that established policies, procedures and safety measures are followed.
- Participates in the selection and training of contracted staff, including custodial staff and/or facility personnel.
- Assists in the development and implementation of objectives, procedures, and work standards for the section.
- Monitors performance and provides direction for contracted services which include custodial, construction, and heating, ventilation, and air-conditioning (HVAC) services; ensures work is performed in accordance with contractual agreements and District standards; identifies problem areas and directs remedial action to be taken.
- Assists in planning and implementing a preventative maintenance program for District buildings and facilities.
- Prepares budgetary estimates of staff, equipment, and materials required for projected activities; submits requisitions for supplies, materials, and equipment to ensure adequate inventory.
- Assists in the development of plans, specifications, and contracts for projected maintenance and construction projects.
- Researches new facilities-related supplies, materials, equipment, and methods and makes recommendations to improve services.
- Manages and controls the computer-based HVAC, lighting, and energy management system; maintains equipment records for HVAC and other mechanical equipment.
- Trains and instructs personnel in the safe operation of light- and medium-duty equipment, such as forklifts, trucks, skip loaders, lifts, and dump trucks.
- Reads, interprets, and works from rough sketches, diagrams, standard building codes, and blueprints.
- Maintains and repairs automatic gates at District facilities.
- May act as unit supervisor in that person's absence.
- May assist in maintenance of District key and lock systems.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.

- Performs related duties as assigned.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Principles of providing functional direction and training.
- Methods, practices, techniques, tools, and equipment used in the servicing, maintenance, and repair of a wide variety of buildings, facilities, and equipment.
- Building construction and repair trades, including electrical, carpentry, masonry, plumbing, and painting.
- Principles and practices of overseeing contracted services.
- Business mathematics.
- District procurement policies and procedures.
- Methods and techniques of implementing preventative maintenance programs.
- Principles and practices of record keeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Analyze complex facilities maintenance problems, evaluate alternatives, and recommend or adopt effective courses of action.
- Develop and implement work standards.
- Direct the work of contracted services and ensure compliance with contractual obligations and service expectations.
- Prepare clear and concise records, reports, and other written materials.
- Properly and safely operate light- and medium-duty motorized vehicles and equipment.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Three (3) years of progressively responsible facilities maintenance and repair experience in the building construction and repair trades.

Education:

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

#### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants and vermin, insects, and parasites. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District  
Job Title: Building and Facilities Crew Leader  
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>March 29, 2020</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Non-Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Building and Facilities Crew Leader. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_