

BUILDING MAINTENANCE CREW LEADER

63280
(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for planning and leading a crew in unskilled and semiskilled cleaning, maintenance and repair tasks in a moderately large public building. Under the general supervision of an administrative superior, an employee in this class works with considerable leeway in determining proper work methods and procedures and in scheduling work activities. Assignments are received orally or in memo form. Work is reviewed through onsite observation. Supervision is exercised over a number of unskilled and semiskilled workers. Does related work as required.

TYPICAL WORK ACTIVITIES

Leads and participates in carpentry, electrical, painting, plumbing and general building maintenance and repair work.

Plans, assigns, schedules and supervises the building cleaning operations.

Maintains inventory and requisitions building maintenance and cleaning materials, supplies and equipment.

Performs minor repairs on machinery and equipment.

Establishes, maintains and supervises preventive maintenance schedules for oiling, greasing and adjusting building machinery and equipment.

Leads and participates in construction and replacement of equipment, partitions, shelves, walls, etc.

Assists and cooperates with various building inspectors such as Fire Marshall, Sprinkler Inspector, Elevator Inspector, etc.

Leads and participates in proper maintenance of building grounds, such as grass cutting, snow and ice removal, security and gardening.

Inspects building and equipment for safety, fire hazards and cleanliness.

Keeps records and prepares reports of building maintenance, repair and cleaning activities.

Prepares time and work records of subordinates.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the maintenance, repair and cleaning procedures pertaining to the upkeep of public buildings.

Good knowledge of the basic principles of the plumbing, painting, carpentry and electrical building trades.

Working knowledge of supervisory principles and techniques.

Ability to plan and supervise the work of others.

Ability to read and interpret building plans, drawings and sketches.

Ability to maintain simple records and prepare reports.

Ability to follow written and oral directions.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Four (4) years of work experience, or its part-time equivalent, in building maintenance and cleaning work or in building construction work, one (1) year of which must have been in a supervisory capacity.

NOTE: Experience in building cleaning only does not constitute qualifying experience.

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