

# **CONEJO RECREATION & PARK DISTRICT**

## **Job Title: Facilities Maintenance Crew Leader**

**Division:** Parks & Planning

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### **Summary:**

Under general supervision, directs, assists, and coordinates the activities of workers engaged in general building and facility maintenance, construction, and custodial tasks, in accordance with District policies and procedures.

### **Essential Duties and Responsibilities:**

- Plans, schedules, assigns, supervises, evaluates, and participates in the work of staff engaged in performing general building, facility, park amenity and pool maintenance and minor construction activities
- Assists the Maintenance Supervisor in the planning and development of general building maintenance repairs and construction procedures, such as carpentry, electrical, plumbing, fabrication and welding, heating air conditioning and ventilation (HVAC), masonry, pool, and related facility work
- Determines needs for personnel, equipment, and materials for construction, maintenance and repair projects
- Trains subordinate personnel in technical practices, policies, and procedures
- Ensures the use of safe work methods, procedures, and techniques
- Operates the facility maintenance work order request and assignment software
- Prepares reports and maintains accurate records
- Possesses key control and general locksmith ability (pin and re-key locksets)
- Performs necessary troubleshooting and creates solutions to facility related issues

### **Other Duties and Responsibilities:**

- Provides information on anticipated equipment, supply, and personnel needs for budget purposes
- Travel to various sites to inspect or supervise work
- Coordinates contractors and prepares bids for capital improvement projects
- Performs related duties as assigned
- May be mobilized in the event of a disaster

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. \*

#### **Education/Experience:**

High school diploma or equivalent (GED), AA desirable; specialized training in building construction, facility and pool maintenance and repair; four (4) years of increasingly responsible experience in building construction, maintenance, and repair, with a specialty in one or more building trade preferred; or equivalent combination of education and experience.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate assignments and instructions to personnel. Ability to speak effectively to staff and managers, vendors and the general public.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Certificates and Licenses:**

California Driver's License, Certified Pool Operator

**Supervisory Responsibilities:**

Directly supervises facilities maintenance employees. Carries out supervisory responsibility in accordance with the District's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Acts as the Facilities Maintenance Supervisor in his/her absence.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. \*

While performing the duties of this job the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to fumes or airborne particles; toxic or caustic chemicals, and risk of electrical shock. The employee is occasionally exposed to moving mechanical parts; high, precarious places and vibration. The noise level in the environment is loud.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. \*

While performing the duties of this job the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance and taste or smell. The employee is regularly required to lift up to 10 pounds, and frequently required to lift up to 50 pounds. The employee is occasionally required to lift up to and more than 100 pounds. The vision requires include peripheral vision, distance vision, close vision.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*