

## City of Victorville Position Description

### **LEADWORKER - FACILITIES**

#### **DEFINITION**

Under general supervision, leads and directs a maintenance crew and performs a variety of skilled and semi-skilled tasks in the construction and maintenance of City facilities; and does related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This position is in a skilled class within the Community Services Department and reports to the Maintenance Supervisor. This position is distinguished from the Maintenance Worker II and lower level positions by the ability to perform tasks at a higher skill level, to train and supervise small maintenance crews, and provide input and assistance with employee performance evaluations.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs skilled to semi-skilled work in the maintenance and repair of electrical, plumbing, air conditioning, heating and water systems in City buildings; visits job sites to review progress and to ensure safe working procedures are followed; trains facilities maintenance personnel in all aspects of facilities maintenance; oversees the cleaning of buildings, including vacuuming, mopping, window washing and furniture cleaning; performs minor repairs on office equipment; trains, leads, and supervises maintenance crews; provides input for employee performance evaluations; assists in gathering information for budget preparation; operates City vehicles and equipment and performs all job functions in a safe and efficient manner; utilizes computer software programs competently; performs related duties as required.

#### **EMPLOYMENT STANDARDS**

**Training & Experience** - Graduation from high school or GED equivalent and three years of experience in custodial maintenance, repair and renovation of facilities, including one year of experience in a leadership role or a leadworker capacity. Supplemental courses in supervision or management highly desirable.

**Licenses & Certificates** - Possession of a valid unrestricted California Class "C" driver's license.

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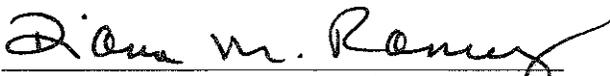
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**Knowledge & Abilities - Knowledge of:** custodial maintenance, facilities repair and construction; general principles of supervision; safe work practices; principles of supervision, training and performance evaluations; modern office equipment including computers. **Ability to:** repair plumbing; lift heavy objects regularly and repeatedly; operate light trucks, forklifts and similar equipment; evaluate new or improved methods of operation for effectiveness and efficiency; maintain discipline; select, train, supervise, and evaluate staff, as well as manage and coordinate the work of a small crew; interpret and explain City policies and procedures; prepare clear and concise reports; utilize problem solving techniques; perform administrative duties involving the use of independent judgment and discretion; establish and maintain effective work relationships with supervisors, fellow employees and the general public; prioritize and schedule workload to ensure completion when faced with deadlines or emergencies; operate City vehicles and equipment in a safe and efficient manner.

### **WORKING CONDITIONS**

Work is performed in both an office and field environment. Incumbent shall be exposed to dust, extreme temperatures, noise, and inclement weather, with occasional exposure to hazardous work conditions. Frequent heavy lifting and other physical exertion required. Some exposure to irritating chemicals. Incumbent must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and or varying shifts. Must possess the stamina to work long hours and overtime if necessary.

### **APPROVED:**

  
**DIRECTOR OF HUMAN RESOURCES**

**DATE REVISED:** November 8, 2004

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

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