

SNOHOMISH COUNTY JOB DESCRIPTION

FACILITY MAINTENANCE LEAD WORKER

Spec No. 8024

BASIC FUNCTION

To serve as lead worker over a small crew of subordinate employees performing building and grounds maintenance work. (Note: this class is distinguished from that of Facility Maintenance Supervisor in that employees are working crew chiefs and perform many of the same duties as their subordinate employees.)

STATEMENT OF ESSENTIAL JOB DUTIES

1. Serves as lead worker over subordinate employees performing building and grounds maintenance work; lays out daily work assignments and instructs subordinates as necessary; inspects work in progress and upon completion to ensure compliance with work orders, plans, specifications and standards; analyzes and resolves technical problems encountered in the work; enforces safety rules and regulations.
2. Investigates complaints and requests for building and grounds maintenance work from tenants and the general public; conducts site inspections and determines the extent of need maintenance or repair work; prepares estimates of material, equipment and labor requirements for necessary maintenance and repair work.
3. Maintains daily work records and employee time cards; prepares required written reports.

STATEMENT OF OTHER JOB DUTIES

4. May perform all of the duties of lower level maintenance workers, as necessary.
5. May perform all the duties of subordinate level employees.
6. Performs related duties as required.

MINIMUM QUALIFICATIONS

Four (4) years of experience performing a variety of skilled building and grounds maintenance work including experience operating a variety of motorized construction and maintenance equipment; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment. a combination license endorsement may be required for employment.

A valid First Aid Card is required for employment.

Candidates for employment may be required to pass a post-offer physical examination prior.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- all phases of building and grounds maintenance work
- the tools, materials, methods, and procedures associated with routine carpentry, electrical, plumbing, and mechanical maintenance work
- the operation and maintenance of standard motorized construction and maintenance equipment
- the hazards associated with the work
- safety rules and regulations
- basic first aid methods and techniques

Ability to:

- layout, organize, and supervise the work of subordinate employees
- analyze and determine resource requirements for a variety of building and grounds maintenance and repair work
- perform skilled work in a number of different building and construction trades areas
- diagnose and troubleshoot routine electrical, mechanical, and plumbing problems
- read, interpret, and work from a variety of blueprints, drawings, sketches, and work orders
- operate and maintain a variety of standard motorized construction and maintenance equipment
- use a wide variety of hand and power tools skillfully and safely under a variety of work conditions
- read, understand, and enforce safety rules and regulations
- perform strenuous physical work
- establish and maintain effective work relationships with superiors, subordinates, and co-workers
- maintain necessary records and prepare required reports
- deal courteously and tactfully with the general public

SUPERVISION

Employees report to a Facility Maintenance Supervisor or other superior, as assigned. The work requires considerable independent judgment by the employee who is expected to analyze and resolve technical problems encountered in the work. The work may be spot checked to ensure timely completion and compliance with instructions, procedures, and standards. The employee is responsible for the direct, day-to-day supervision of one or more work crews in the field.

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PHYSICAL EFFORT

The work involves a variety of manual labor tasks requiring some strenuous physical effort such as lifting objects weighing in excess of fifty (50) pounds.

WORKING CONDITIONS

The work is performed both indoors and outdoors in all types of weather conditions at various work sites. The work may involve working at considerable heights above the ground or in confined spaces such as the crawl space under a building. Employees are exposed to a variety of hazards such as working near traffic or live power lines, and are exposed to dust, fumes, grease, inclement weather, and so on.

Employees are required to work evenings, weekends, and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: November 1983

Previous Spec No. 922917

Revised: June 1992, January 2003, February 2008, January 2016

EEO Category: 8 - Service Maintenance

Pay Grade: 241 - Classified Pay Plan

Workers Comp: 1501 Hazardous