

LEAD FACILITIES WORKER

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under direction, leads, oversees, and participates in the work of staff responsible for performing a variety of skilled facilities maintenance duties; oversees and performs the most complex maintenance and repair duties on assigned facilities, buildings, structures, equipment, and grounds; monitors and administers contract services; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. Exercises technical and functional direction and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is the second of three levels within the facilities maintenance job series. Incumbents organize and oversee the day-to-day work of staff in assigned areas of responsibility and perform the most complex duties required to ensure that OC San structures, buildings, and related facilities are maintained in a safe and efficient manner. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of tasks in the operation, maintenance, and repair of assigned facilities and systems. Performance of the work requires the use of considerable independence and initiative within established guidelines. This class is distinguished from Maintenance Specialist in that the latter plans corrective, preventative, and predictive maintenance work orders using the Computerized Maintenance Management System (CMMS) and assists in developing maintenance strategies based on preventative and predictive maintenance best practices.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Leads, plans, trains, and reviews the work of staff responsible for the maintenance and repair of OC San facilities, buildings, structures, equipment, and grounds; provides technical and safety training; assists in developing work plans, procedures, and schedules, and coordinates personnel, equipment, and other resources needed to complete day-to-day work.
- Verifies the work of lower-level staff for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Oversees and demonstrates the safe and proper use, care, and operation of a variety of hand and power tools, machinery, vehicles, and other equipment in the performance of assigned duties; may operate OC San vehicles and heavy equipment.
- Oversees a variety of assigned maintenance contracts; collaborates with other staff on the development of scope of work for contracts and selection of vendors; schedules and coordinates contractor work

with other divisions and departments; monitors work performed and ensures work is completed in compliance with contract specifications; coordinates payment process for services provided.

- Coordinates and schedules facilities maintenance and repair work with other departments and contractors; interacts with OC San staff to understand their needs; participates in development of scopes of work to be performed; generates service requests and work orders; estimates time, materials, and equipment required for the work; ensures work is completed in compliance with safety requirements and contract specifications.
- Assists in the development of the annual budget for facility needs and contract services; coordinates requisitions for parts and/or services for corrective and unplanned maintenance and repairs of facilities and grounds as necessary.
- Performs a variety of complex and difficult facilities maintenance and repair work in assigned area(s) of responsibility.
- Performs job site safety analysis with OC San and contract staff.
- Reads and interprets blueprints, sketches, or building plans for information pertaining to materials required and dimensions of the structure or fixture to be maintained; prepares drawings as necessary.
- Prepares and maintains all records of time and work performed and materials used, including volatile organic compounds (VOC).
- Attends meetings and training as necessary or required.
- Responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Operations, services, and activities of a facilities maintenance and repair program.
- Advanced methods, materials, tools, and equipment used in preparing, performing, and completing facilities maintenance work.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic principles and practices of budget and contract administration.
- Mathematical principles and calculations.
- Principles and practices of record keeping.
- Basic principles and practices of cost estimate preparation.
- Procurement practices sufficient to order parts and consult with vendors.
- Safety principles, practices, and procedures of all facilities, equipment, and materials used in wastewater treatment and wastewater collection systems.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current 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 daily oversight and work of assigned staff and contract services.
- Effectively provide staff leadership and work direction.

- Inspect the work of assigned staff and contract services and maintain established quality control standards.
- Train assigned staff in proper and safe work procedures.
- Oversee and participate in maintenance and other related projects.
- Independently perform the more complex and difficult facilities maintenance and repair work.
- Safely and effectively use and operate hand tools, equipment, power tools, vehicles, and related tools and equipment required for the work.
- Read and understand manuals, blueprints, construction and shop drawings, specifications, and sketches.
- Assist in preparing scopes of work for contract maintenance tasks and activities; and evaluate contractual goods and services and recommend corrective action.
- Understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Assist with budget administration by accurately estimating time, materials, and equipment required.
- Make accurate arithmetic calculations.
- Prepare and maintain accurate logs, records, and basic written records of work performed.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate a motor vehicle and travel to various OC San sites, projects, and/or meetings.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- 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.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. High school diploma or G.E.D. supplemented by specialized training or coursework in the building trades or a related field.
2. Five (5) years of increasingly responsible facility maintenance experience.

Licenses and/or Certifications:

- Must possess a valid California Class C Driver's License.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in OC San buildings and facilities; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, balance, bend, stoop, squat, crouch, grasp, and make repetitive hand movements in the performance of daily duties; to climb and descend into and out of

vehicles and equipment, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various OC San sites, projects, and/or meetings.

- Perform moderate to heavy physical work in confined spaces and around machines; to lift, push, carry, and/or pull materials and objects averaging a weight of 51 pounds, and up to 100 pounds, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to inspect and operate equipment and read printed materials and a computer screen.
- Field work requiring frequent walking in operational areas to identify problems or hazards.
- Finger dexterity to operate and repair tools and equipment.

ENVIRONMENTAL ELEMENTS

- Field work in and around buildings and facilities with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, heights, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants, biologic/infectious agents, and exposure to vermin, insects, and parasites.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- May be required to work extended hours, including nights, weekends, and holidays when necessary.
- Standby and Call Back: Employees in this classification may be required to participate in standby duty and are subject to call back, which may include nights, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on standby, or report to an emergency, and refuses to do such, shall be subject to disciplinary action up to and including termination.
- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.