

South Jordan City

Job Description

Title: Facilities Maintenance Lead
Org: 100230
Pay Grade: 14

Effective Date: 10/28/2020
FLSA: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Perform semi-skilled and skilled facilities maintenance tasks. Assign and prioritize daily work activities of maintenance workers.

SUPERVISOR

Facilities Manager

POSITION(S) SUPERVISED

Facilities Workers
HVAC/Facilities Maintenance Worker

ESSENTIAL JOB FUNCTIONS

Demonstrate an understanding of the mission and service values of South Jordan City in work and professional endeavors.

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Participate and assist in planning and scheduling all preventative maintenance work of facilities.

Train employees in job duties, specifically pool operation and maintenance, to include Certified Pool Operator (CPO) and Splash Pad Operation guidelines. Observe and actively participate in work zone safety procedures and follow safety principles when operating vehicles and equipment to reduce/eliminate accidents and injury.

Assist in scheduling, rating applications, and interviewing positions supervised.

Conduct performance evaluations of supervised employees in accordance with the human resources policies and procedures of the city.

Monitor project activities to ensure that instructions are followed, deadlines are met, and schedules are maintained.

Inspect and verify completed work as assigned to employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.

Perform general maintenance and repair duties related to routine plumbing, electrical, carpentry and mechanical functions of city buildings.

Make field decisions needed to remedy problems and emergencies.

Perform minor plumbing, HVAC, and electrical repairs. Re-lamp and change ballasts fixtures as needed.

Perform building audits. Monitor and adjust facility HVAC and lighting controls.

Install, remove, repair, and paint interior walls; move and assemble furniture as required.

Respond to emergency calls on a 24-hour basis.

This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or G.E.D.;
- AND
- B. Two (2) years related experience;

2. Special Qualifications:

Valid Utah Class D Driver's License
Valid Certified Pool Operator Certification preferred
BOC Level 1 Certification
Facilities Management Professional, FMP preferred

3. Knowledge, Skills and Abilities:

Knowledge of practices, tools, equipment and materials used in maintenance work; working knowledge of safety practices of maintenance work and use of cleaning agents and equipment; some knowledge of hazardous materials policies, procedures and safety regulations; some knowledge of general carpentry, electrical, mechanical, plumbing and related skill areas as needed to perform routine maintenance duties.

Ability to supervise and motivate employees. Ability to communicate effectively with both supervisor and subordinates verbally and in writing. Skilled in problem solving.

Ability to operate tools and equipment used in maintenance work; ability to follow oral and written instructions; ability to perform heavy lifting and other duties requiring moderate physical strength. Ability to develop working relationship with other employees and supervisor(s).

4. Working Conditions:

Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting (40-60 lbs.) etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Serve/Maint.
Location:	Facilities	EEOP Class:	Serve/Maint.
Group/BU:	General Pay Plan	Tech-Net Match:	None – Benchmark Lead