

TITLE: BUILDINGS & GROUNDS MAINTENANCE CREW LEADER CODE: 39219

GENERAL DESCRIPTION:

This is responsible buildings and grounds maintenance crew leader work involving the oversight of buildings and grounds maintenance.

Work involves responsibility for the safe, effective and timely performance of maintenance tasks to buildings, grounds, and related facilities personally and by a crew. Duties include overseeing the maintenance of buildings and grounds and operation of related equipment. This position also has the responsibility for making routine buildings and grounds maintenance technical decisions. This work requires that the employee have good knowledge, skill and ability in buildings and grounds maintenance methods.

SUPERVISION RECEIVED:

Works under the general supervision of the Building and Grounds Maintenance Supervisor or other assigned supervisor.

EXAMPLES OF DUTIES:

Assigns, oversees and corrects the work of a medium size work crew involved in the maintenance of buildings, grounds, and related facilities.

Performs all maintenance tasks assigned including cleaning and minor maintenance of buildings and related facilities, lawn care, trimming trees and shrubs, snow removal, and operation of light power equipment.

Fills out forms and reports on completed work assignments. May use a personal computer as assigned.

Uses all tools, equipment and materials responsibly and performs basic inspection and maintenance prior to use.

Demonstrates work procedures. Cites work rule violations. Assures safe work practices. Assists in performance evaluations.

Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for assignments.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of buildings, facilities and grounds maintenance principles and practices.

Some knowledge of public administration principles and practices as applied to crew operations reporting.

Some knowledge of the operation of a personal computer and software.

Good ability to communicate orally and to lead a work crew; some writing ability.

Good ability to make operational decisions within established procedures and to complete routine forms.

Good ability to oversee the activities of an assigned work crew.

Considerable ability to establish and maintain effective working relationships with coworkers, contractors, other governmental agencies and the general public.

QUALIFICATIONS:

A high school diploma or equivalent plus three years of progressively responsible buildings and grounds maintenance experience including some experience in a lead capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

Must have a valid driver's license.

Revised
5/01
WMF

Reviewed 9/02