

**Palos Verdes Library District
Maintenance Worker V
Maintenance Lead, Building and Grounds
Job Description**

Last reviewed: January 2016

Salary Range: 46

PURPOSE

The Maintenance Worker V performs a variety of tasks related to scheduling and assigning personnel of the appropriate skill level who perform a variety of tasks related to cleaning and maintaining the District's facilities, mechanical and electrical and grounds. Coordinates the activities of others and provides manual labor support for library services, programs and events.

This is a lead-level class in the Maintenance Worker series. In addition to performing all of the duties of lower level classes in the Maintenance Worker series, incumbents perform the most complex semi-skilled and skilled maintenance duties, as well as provide lead direction to outside contractors and assigned maintenance personnel on a day-to-day basis or for specific projects. Also maintains inventories and orders materials and supplies as needed. Under direct supervision, leads limited scope internal projects developed by the Facilities Manager. Plans, organizes, and schedules internal projects utilizing in-house personnel. This includes ensuring materials, tools and equipment. Scheduling requires working with Facilities Manager and all library personnel in project area to ensure continual library services during project. In this capacity, safety is the number one priority. The Maintenance Worker V must also check daily with the project end user about the progress and acceptability and report to the Facilities Manager. Appointment to the Maintenance Worker V class requires a District opening and that the employee demonstrate the ability to perform the full range of duties of the higher class and meet the qualification standards for the higher class. When filled from the outside, positions in this class require prior work experience equivalent to lead-level Maintenance Worker V.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Essential duties include, but are not limited to, the following:

- Schedule assigned personnel to appropriate activities.
- Train lower level maintenance worker staff.
- Responsible for making sure any employee assigned to a task or project has the proper skill level and safety training for the assignment.
- Monitor work orders assigned to facilities, ensure prompt closure or proper extension of orders if parts or further planning or approvals are required.
- Oversee maintenance projects such as painting, repairs and furniture reconfigurations.
- Present a project plan, order materials, schedule coworkers to present the least possible interference with library operations.
- Provides a high level of customer service
- Sets up meeting rooms and equipment for classes, programs, and events (including moving and arranging furniture and equipment).
- Performs opening and closing procedures including locking and securing buildings.
- Respond to emergencies, including outside of business hours.
- Responsible for ensuring safe work procedures, proper tools, personal protective equipment and materials are supplied for other maintenance workers use during projects and maintenance activities.
- Responsible for safety procedures for mechanical rooms, electrical rooms, roof and other areas of inherent hazard.
- Responsible for using lock out tag out safety procedures, gas sprinkler and water main shutdown procedures and mechanical safe off procedures and ensuring their use by others.

- Ensure safe and clean building and grounds.
- Resolve unsafe situations expeditiously.
- Observe safe work method and ensure the use of safety precautions.
- Keep maintenance shop and working areas clean, organized and uncluttered
- Use proper and safe work procedures including procedures for safe lifting and moving of materials and the use of ladders.
- Observes safe working practices, including maintaining storage areas in a safe condition; corrects or reports any safety or fire hazards.
- Uses a wide variety of tools, equipment, and supplies in a safe and effective manner; follows label instructions to mix and dilute cleansers, disinfectants, and stripping agents to ensure proper strength for use.
- Inspects facilities for compliance with safety standards; performs repairs as necessary to ensure compliance.
- Reports hazardous conditions and needed repairs.
- If requested, attend Districts Safety Committee meeting.
- Clean and maintain District Facilities per instructions and checklists, including cleaning, sweeping, mopping and waxing floors; vacuuming, cleaning, and shampooing carpets; cleaning, dusting, and polishing woodwork, walls, partitions, equipment, and furniture; washing windows; cleaning and sanitizing restroom fixtures and replenishing supplies; disposing of waste and cleaning and sanitizing waste receptacles; replacing light bulbs and fluorescent lamps.
- Replace lights as needed.
- Perform duties at all facilities as scheduled, including assignments before openings, nights and weekends.
- Assist all departments as needed
- Maintains equipment and materials in proper condition; reports the need for maintenance and repair.
- Order maintenance, janitorial and bathroom supplies.
- Perform on-call duties at night and on weekends.
- Responds to calls regarding lighting and air conditioning equipment.
- Personally perform maintenance and repair work.
- Perform SWO's in a timely manner.
- Performs a variety of routine semi-skilled maintenance duties involved in the repair and maintenance of all District buildings, equipment, and grounds; performs and assists in tasks involving carpentry, remodeling, painting, electrical, mechanical, and plumbing.
- Performs more complex semi-skilled or skilled maintenance duties involved in the troubleshooting, repair, and maintenance of all District buildings, equipment, and grounds; performs and assists in tasks involving carpentry, remodeling, painting, electrical, mechanical, and plumbing.
- Orders custodial supplies and materials or special project materials.
- Scheduling and training of lower level Maintenance Workers.
- Provides technical and functional direction to assigned maintenance personnel and volunteers.
- Plans, schedules, prioritize, and assign maintenance work in consultation with Facilities Manager.
- Trains assigned staff in safe work practices and procedures.
- Maintains inventories.
- Orders custodial supplies and materials or special project materials.
- Oversees outside contractors when assigned.
- Open and close out work orders in the work order system.
- Perform other work and special projects as assigned.
- Plan work with help of Supervisor.
- Monitor contract and in-house work to ensure compliance.
- Inspect facilities to determine necessary maintenance, repairs, ensure proper storage in corridors, and exit areas.
- Train, advice and lead maintenance and janitorial personnel.
- Performs minor repairs.
- Operate light truck or van.
- Transports library materials from one location to another, including setups at library events outside the District's facilities

Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Techniques for providing a high level of customer service to the public, volunteers, vendors, contractors, and District staff in person and over the telephone.
- Methods, materials, tools, and equipment used in custodial and general building maintenance.
- Methods and techniques of cleaning and preserving floors, furniture, walls, and fixtures.
- Use and minor maintenance of hand and power tools and equipment used in custodial work.
- Operational characteristics of cleaning equipment and materials.
- Proper methods of storing equipment, materials, and supplies.
- Proper mixing and dilution of cleansers, disinfectants, and stripping agents.
- Occupational hazards and standard safety practices, including proper lifting techniques.
- Methods, materials, and equipment used in building maintenance and repair work and the operation and repair of plumbing, heating, air conditioning, and electrical systems.
- Safe operation and maintenance of a wide variety of hand, power, and shop tools and equipment common to the fields of carpentry, plumbing, and electrical trades.
- Basic mathematical principles.
- Techniques for planning and scheduling work.
- Basic principles of supervision.

Ability to:

- Perform a wide variety of custodial and routine maintenance tasks.
- Clean and care for buildings and equipment.
- Operate a variety of hand and power tools and custodial equipment in a safe and effective manner.
- Safely and effectively use and apply cleaning materials and supplies.
- Complete assignments independently without immediate supervision.
- Communicate clearly and concisely.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a declared emergency.
- Read, write and comprehend English at the level necessary for successful job performance; follow oral and written directions in English.
- Operate a computer at the level necessary for successful job performance, including entering basic timesheet data and completing online training courses.
- Operate and maintain specialized tools used in carpentry, plumbing, electrical, mechanical, and related building trades.
- Measure and calculate angles, lengths, and volumes.
- Estimate necessary materials and equipment to complete assignments.

Education, License, and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

At least 18 years of age or equivalent to high school graduation. Two (2) years of experience in custodial and building and facility maintenance work in a commercial environment required. Supplemental post-secondary trade school or college-level coursework in building construction, maintenance, or a related field plus two (2) years of journey-level work in one or more of the building trades required. Two (2) years of experience in construction, maintenance, and repair of buildings and facilities. Experience as a "lead" or supervisor preferred. Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

Physical Demands

Must possess mobility to work on all types of floor surfaces, in a variety of facilities, and at considerable heights from ladders and elevated facility access points; and to work in a standard office setting and use

standard office equipment; to operate a motor vehicle and visit various District sites; vision to read printed materials; hearing and speech to communicate in person and over the telephone; and smell in order to detect the possible presence of waste or hazardous materials. The job involves field inspection work requiring frequent walking at work sites and traversing uneven terrain to identify problems or hazards. Finger, hand, and arm dexterity is needed to use custodial and basic maintenance tools and equipment, and to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, climb, and reach to perform the work. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 75 pounds to perform job functions.

Environmental Elements

Employees work in and around District facilities and are occasionally exposed to loud noise levels, inclement weather conditions, cold and hot temperatures, vibration, confining workspace, chemicals, dust, fumes, waste products, mechanical and/or electrical hazards. Incumbents may be exposed to blood and body fluids while cleaning and are required to wear appropriate attire for the area to which they are assigned. Employees may interact with upset staff and/or public in interpreting and enforcing policies and procedures.

Working Conditions

Required to work flexible schedules including evenings, weekends, and holidays, and to respond to off-hour emergencies.