

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Building
Job Title <u>Maintenance Crew Leader</u>
Sch.& Grade <u>CTL-12</u>
Class Code <u>GA17</u>
FLSA Status <u>Non-Exempt</u>
Bargain Unit Elig. <u>Not Eligible</u>
Occupational Group <u>Craftworker</u>

**PRIMARY PURPOSE:**

To supervise and participate in the construction and maintenance of the Building Maintenance Facilities.

**SUPERVISION:**

Under general supervision of the Building Maintenance Supervisor, supervises and/or directs the work of assigned crewmembers.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Directs the day-to-day operations of repair work, construction, and renovations for public buildings and other special projects as assigned.
2. Performs technical design and finish work in the remodeling and/or renovations of City facilities.
3. Supervises and participates in analyzing, troubleshooting, and performing diagnostics for a variety of items and equipment in public buildings.
4. Supervises and participates in the repair and construction of roof repair, tuck pointing bricks and stones, concrete work, painting outside and inside walls, hanging drywall, carpentry work, tile setting, plumbing, heating, air-conditioning, electrical, cabinet making and finishing work, security engineering, door hardware and overhead door maintenance and related work.
5. Performs mathematical calculations as utilized for measurement sound levels, electronic repair, figuring quantity of materials needed, and cost estimates.
6. Utilizes a variety of hand and power tools employed by the building crafts trade, diagnostic test equipment and interprets results.
7. Fulfills the duties of the Building Maintenance Supervisor in his/her absence.
8. Participates in a variety of personnel matters regarding crew members including participating in hiring decisions, assisting with performance evaluations, communicating the City's expectations regarding public service, counseling employees, and when necessary making recommendations for appropriate disciplinary action.
9. Ensures that crewmembers follow proper safety procedures and that all equipment is kept in safe working order.

**IMPORTANT FUNCTIONS:**

1. Attends workshops, seminars and other training for professional development purposes.
2. Prepares basic reports, cost estimates and time requirements for various projects including calculating required quantities of materials and maintaining an adequate supply for scheduled work.
3. Reads and interprets technical repair manuals, wiring diagrams, construction plans, blueprints and operating guides.
4. Provides training and instruction in equipment operations and ensures that appropriate equipment is utilized for specific projects.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, procedures, and equipment involved in several building craft such as carpentry, cabinet/furniture making, painting, roofing, masonry, plumbing, electrical, heating, air-conditioning, security engineering and door hardware and overhead door maintenance; general math; appropriate safety principles and procedures.

**Abilities**

Effectively coordinate and oversee the work of the crew members in equipment operation and construction practices; communicate effectively both verbally and in writing; read and interpret wiring schematics, manuals, plans, and blueprints as they relate to Building Maintenance; maintain accurate records and logs; follow oral and written instructions; exercise sound, independent judgment; present an overall professional image; deal effectively and courteously with associates and the general public; perform effectively as a member of the team in carrying out the City's *stated mission and philosophy*; perform the essential function of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Requires a minimum of four years responsible experience in building maintenance and construction, of which at least two years has been at the journeyman level in one of the following specialty areas: carpentry, painting, roofing, masonry, plumbing, electrical, HVAC, or cabinet making and finisher work. One year of experience directing and leading the work of others is required.

**Physical Requirements**

Performs bending, squatting, walking, twisting upper body, kneeling, and reaching both to ground level and overhead; lifts and carries up to 100 pounds; pushes and pulls up to 150 pounds; must be able to hold and grip objects as well as climb ladders; distinguishes colors due to wiring color codes as required; subject to periods of prolonged standing and working in awkward positions.

**Working Environment**

Both indoor and outdoor working environments with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to electrical, mechanical, chemical and other safety hazards associated with building craft trades; exposure to cramped spaces, poor lighting and ventilation, as well as strong fumes and odors; subject to constant and, at times, extreme noise.

**Licensing/Certification**

Must possess a valid Missouri Motor Vehicle Operator's License. CDL, Class B is required for certain assignments within Public Works within the following guidelines: permit must be obtained within 60 days of employment and license must be obtained within 120 days of employment. Certification for Backflow Prevention within first year of employment.

**Miscellaneous Requirements**

Subject to emergency call-in. Must pass pre-employment drug testing and submit to periodic drug testing as required by applicable laws.

<b>Last Revision:</b>	<b>October 2011</b>	<b>GENERAL ORDINANCE NO. 5692</b>
<b>Comments:</b>	<b>Revised the areas of responsibility</b>	<b>Date: JULY 2, 2007</b>

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_