

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	Building <u>Maintenance Team Leader</u>
Sch & Grade	<u>CTL-11</u>
Class Code	<u>GA22</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occupational Group	<u>Craftsworker</u>

PRIMARY PURPOSE:

Directs and participates in performing skilled craftwork in the maintenance, repair, remodeling and new construction of municipal buildings.

SUPERVISION:

Under the general supervision of assigned Maintenance Supervisor; directs the work of assigned crewmembers.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Directs and participates in repair work, construction, and renovations for public buildings in several building crafts and in at least one area performs at the journeyman level and is semi-skilled in several other building crafts. Building crafts include, but are not limited to: carpentry, cabinet/furniture making, plumbing, electrical, roofing, masonry, painting, heating, or air-conditioning.
2. Assures the utilization of appropriate safety equipment and procedures for both crewmembers and equipment used in the repair and construction of public buildings.
3. Instructs crewmembers in safety methods and work procedures.
4. Plans and recommends equipment, materials and manpower required for individual repair and/or construction jobs.
5. Oversees and participates in repair and construction work including such assignments as 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 and related work.
6. Assigns work to teams and provides input regarding performance.
7. Performs technical design and finish work in the remodeling and/or renovations of City facilities.
8. Analyzes, troubleshoots, and performs diagnosis of problems for a variety of items and equipment in public buildings.
9. Reads and interprets technical repair manuals, blueprints, wiring diagrams, operating guides, etc.
10. Drives vehicles to various work site locations.
11. Performs mathematical calculations as utilized for measurement levels, electronic repair, figuring quantity of materials needed, and cost estimates.
12. Utilizes a variety of hand and power tools employed by building crafts such as saws, drills, jointers, nailers, and levels and utilizes diagnostic test equipment and interprets results.
13. Prepares and maintains records, basic reports, and parts lists.
14. Locates vendors, obtains bids/costs and processes appropriate paperwork to procure material or products needed for approved projects.

IMPORTANT FUNCTIONS:

1. Maintains equipment and tools through proper care and maintenance.

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, or air-conditioning; general math; appropriate safety principles and procedures.

Abilities

Perform at the journeyman level in one of the building crafts and perform semi-skilled in several other building crafts; organize individual repair and construction jobs; utilize hand and power tools in a manner consistent with safety principles; read blueprints and make rough sketches of items to be constructed, repaired or installed; keep accurate records and prepare reports; work effectively without direct supervision; exercise sound, independent judgment; effectively direct the work of assigned crew members; present an overall professional image; follow oral and written instructions; communicate effectively verbally and in writing; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

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. Experience must be commensurate with specialty area required for current vacancy. Experience directing and leading the work of others preferred.

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 and a Class A is required for Parks assignments, within the following guidelines: permit must be obtained within 60 days of employment and license must be obtained within 120 days of employment. Continuing Education maybe required for certain specialty areas within the first year of employment. EPA certification is required within six months of employment for HVAC specialty area. Playground Safety Certification is desirable for Parks vacancies. Some assignments require 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.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 5188
Comments:	Updated Abilities	Date: June 3, 2002

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: _____