



City of Tempe

FACILITY MAINTENANCE TEAM LEADER

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	542	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$25.241346
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$34.075481
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Building Equipment Technician II+
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Skilled Craft

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives general supervision from higher level supervisory or from other management staff.
Exercises functional and technical direction over facility maintenance personnel.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	A minimum of 2 years of full-time experience working as a Building Maintenance Technician II or journey level equivalent.
<i>Education:</i>	Equivalent to completion of twelfth grade. Training in a field related to core duties of the position is highly desirable.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Must possess and maintain a valid driver’s license. • Possession of, or required to obtain within 180 days of hire or promotion, Universal EPA Certification.
<i>Additional:</i>	Must pass police polygraph and background examination.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission, vision, and values. To lead and participate in the work of Internal Services’ maintenance staff or to Public Works’ Transit Facilities staff; to coordinate related activities and projects; and to identify, analyze and resolve problems related to daily operations and maintenance.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Lead preventative maintenance program;
- Lead special projects;
- Lead and participate in all related aspects of maintenance for assigned areas;
- Recommend and assist in the implementation of organizational goals and objectives and implement policies and procedures;
- Act as a coach and mentor to team members; assist with the training and evaluation of team members; prepare payroll, procurement records and other personnel related documents;
- Ensure proper records, daily logs, and inventories of restricted use and/or other chemicals are in compliance with regulating agency;
- Determine equipment and supply needs; evaluate and monitor equipment performance; requisition supplies and materials; and make routine and emergency purchases as required;
- Assist in preparation of the workgroup budget;
- Operate and maintain data in various computerized systems and accurate records of work performed, materials used and associated work;
- Regularly inspect and evaluate operations and activities in assigned areas of responsibility; coordinate and assist in the implementation of equipment for needed maintenance, repairs and preventative maintenance and take corrective action;
- Provide input to a daily work plan based on changing conditions and priorities; inform staff of process changes and adjustments as required to meet variable conditions as directed by the management; obtain and provide support for area of assignment during critical events such as equipment or component failure or other problems;
- Assist with and participate in safety programs as required by OSHA including job hazard assessments, training, use of proper personal protective equipment and MSDS documentation; assist and coordinate other training programs and encourage compliance with existing training and/or certification requirements; facilitate cross training between various skills/trades;
- Operate equipment as required utilizing proper safety precautions related to all work performed;
- Establish and maintain cohesive and effective working relationships with facility patrons and contracted users of specialty facilities as well as the general public;
- Coordinate, contribute and use best management practices;
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

When Assigned to Transit:

- Lead CIP Projects related to facility maintenance needs at transit funded facilities;
- Identify areas needing repair and maintenance, and take corrective action;
- Assist in the development of guidelines and requirements for projects; assist with the preparation of specifications for contracts; monitor the work of maintenance contractors; ensure compliance with contract conditions;
- Assist with the training and evaluation of staff members; prepare payroll records and other personnel related documents;
- Ensure proper records, daily logs, and inventories of restricted use and/or other chemicals are in compliance with regulating agency;
- Determine equipment and supply needs; evaluate and monitor equipment performance; requisition supplies and materials; and make routine and emergency purchases as required;
- Operate and maintain data in various computerized systems and accurate records of work performed, materials used, and associated work;
- Regularly inspect and evaluate operations and activities in assigned areas of responsibility; coordinate and assist in the implementation of equipment for needed maintenance, repairs and preventative maintenance and take corrective action;
- Provide input to a daily work plan based on changing conditions and priorities; inform staff of process changes and adjustments as required to meet variable conditions and priorities; inform staff of process changes and adjustments as required to meet variable conditions as directed by management; obtain and provide support for area of assignment during critical events such as equipment or component failure or other problems.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects (up to 50 lbs.);
- Operate city vehicles;
- Operate city equipment (i.e. forklift and aerial lift);
- Use power tools (i.e. jackhammers, drills, chain saws);
- Use tools (i.e. hammers, wrenches, shovels and saws);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Operate computers, calculators and other office machines (using repetitive hand/eye movement);
- Work out of doors in inclement weather (during site visits);
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.
- Exposure to blood and airborne pathogens; bodily fluids, etc. while making various repairs;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May work alone for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective Sept 2015</i> <i>Effective Dec 2016 (When Assigned to Public Works – Transit)</i></p>