

BUILDING MAINTENANCE LEAD WORKER

KIND OF WORK

Repair, maintenance, and minor construction leadwork on buildings and other structures.

NATURE AND PURPOSE

An employee in this class provides direction in a lead worker capacity to groups of skilled and unskilled workers engaged primarily in the repair, renovation and general maintenance operations of state buildings and other structures, and in minor new construction. This employee may exercise some responsibilities for the proper maintenance of buildings, purchasing of materials, and the preparation of sketches and plans.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Provides direction in a leadwork capacity to skilled and unskilled workers in repairing furniture, doors, stairs, and roofs; repairing or placing wood, tile or cement floors; constructing small buildings, sheds, root cellars, pump houses, sidewalks, curbs and gutters, etc.; repairing dams, small bridges, dikes and other hydraulic structures; and repairing and performing maintenance operations on buildings, structures and equipment.

Participates in the various phases of the work in progress.

Plans and lays out work and keeps records of time, work and materials used.

Makes sketches and prepares estimates and requisitions for materials.

Makes inspections of buildings and other structures and recommends improvements or repairs.

Provides direction in a leadwork capacity to buildings and grounds workers involved in maintenance and upkeep of a group of buildings.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of the methods, practices, equipment and materials used in the maintenance or construction (or cleaning and grounds keeping) of various types of buildings.

Building Maintenance Lead Worker

Class Specification

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Ability to:

Ability to lay out and coordinate the work of groups of craftsmen, helpers, laborers and other maintenance personnel to procure efficient results.

Ability to make simple sketches and computations.

Ability to maintain work records, to make reports and to assist in computing maintenance cost.

Some positions may require a thorough knowledge of the operations and maintenance of heating and other power plant equipment.

Est.: 7/28/81

Rev.:

T.C.:

Former Title(s):