

GENERAL MAINTENANCE WORKER LEAD

KIND OF WORK

General maintenance lead work.

NATURE AND PURPOSE

Under limited supervision, employees assign, inspect, review and provide direction to a group of General Maintenance Workers who perform a variety of indoor and/or outdoor maintenance activities of state-owned structures and land and state-maintained structures and grounds; assign regular maintenance and repair schedules and special maintenance and repair activities; assist in performance of more difficult maintenance work, equipment and mechanical or building repairs; perform other related work as required.

Direction and guidance is received from a higher level maintenance supervisor in the form of a review of the results of the maintenance program in the employee's assigned areas and conformance to maintenance standards.

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

Performs leadworker duties for less experienced General Maintenance Workers by planning and assigning work schedules, directing specific maintenance functions, demonstrating operation of equipment, tools or techniques, explaining procedures and routines, demonstrating or overseeing maintenance and repair activities, estimating needs and requisitioning for equipment and supplies, and reviewing work of other General Maintenance Workers.

Maintains building floors and hallways to provide clean, comfortable, healthy and safe environment in state-owned or state-maintained structures using machine or manual processes by sweeping, scrubbing, mopping, waxing and stripping wax, and vacuuming and scrubbing carpets.

Cleans windows, skylights, ceilings and walls to maintain clean, comfortable and safe environment in state-owned or state-maintained structures by determining appropriate cleaning agents, mixing chemicals, and applying them.

Cleans and maintains rooms and furniture to provide clean, safe and usable office, classroom or meeting space by dusting, moving, rearranging, setting up or taking down tables and chairs, and making minor repairs to furniture.

Cleans restrooms to provide clean, comfortable and sanitary environment by scrubbing floors, sinks, stools; maintaining supplies of soap and paper products and emptying wastebaskets and trash containers.

Performs grounds work to enhance appearance of landscape and maintain health of flowers, plants, shrubs, vines, lawns and trees by planting, cutting and mowing, raking, seeding, sodding, hedging, trimming, and watering.

Cleans assigned state-maintained sidewalks and parking lots so that orderly appearance and accessibility are ensured by shoveling snow and operating snowblowers, applying sand and/or deicers and removing ice and removing rubbish and materials from state-owned property.

Operates, maintains, and makes minor repairs on vacuums, lawnmowers, snowblowers, trucks, tractors and other mechanical equipment so that cleaning and maintenance responsibilities are performed timely and efficiently.

Picks up paper, aluminum cans, newspaper, computer printouts and other recycled materials by collecting items from bins, moving items to loading docks, and preparing for shipment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles of leadwork sufficient to plan, direct, monitor and review the work of subordinates in accord with agency policies, procedures, and terms of bargaining agreements.

Different types of flooring/floor covering sufficient to determine proper methods of maintenance and appropriate cleaning methods, materials, agents and equipment.

Chemical cleaning agents such as ammonia, bleaches, scouring agents and soaps sufficient to appropriately select the agent(s), handle and apply, and dispose of safely.

Methods, tools, and equipment used in maintenance sufficient to operate safely, demonstrate effectively and repair or direct repairs.

Horticultural practices sufficient to properly care for flowers, plants, trees, shrubs and lawns; to recognize plant diseases and pests and to take corrective action for control of them.

Ability to:

Provide simple oral and written instructions sufficient to ensure that other maintenance workers understand their assignments and complete them.

Plan and independently carry out work assignments.

Keep records and perform clerical functions sufficient to order supplies and complete inventories.

Make mechanical repairs to and operate maintenance equipment.

Physical health and endurance sufficient to use hand tools and handle fairly light materials manually, to perform work functions using ladders and scaffolding, to function in adverse weather conditions.

SPECIAL WORK CONDITIONS

Work in a variety of adverse weather conditions.

Work above the ground level such as on ladders and scaffolding.

Work in buildings after ventilation systems are shut off.

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T.C.: 10/95

Former Title(s): General Maintenance Worker 4