



## **BUILDING MAINTENANCE LEAD**

### **DEFINITION**

Under direction of the Public Works Director, administers a comprehensive Building Maintenance Program for the City of Freeport; provides technical assistance to City staff in areas of responsibility; performs related work as required.

### **EXAMPLES OF DUTIES**

Plans, organizes, assigns, directs, and evaluates building maintenance staff and activities in major public works areas;

**Building Maintenance** – Includes city property, buildings and related structures.

- Run daily maintenance operations of the property and buildings under supervision of the Public Works Director.
- Inspect property and buildings for life/safety issues and take immediate corrective action.
- Identify building maintenance needs, prioritize work and take corrective actions.
- Be a self-starter and work independently
- Perform a full range of skilled building maintenance for extended periods of time.
- Repair and maintain a variety of mechanical equipment.
- Lift up to 50 pounds above the waist and carry heavy objects.
- Use of computer and appropriate computer software.
- Operate with a high level of organization.
- Maintain a clean work area.
- Works closely with other members of the Public Works Management team to provide a coordinated and supportive approach to service delivery.
- Directs the work of building maintenance personnel.
- Responsible for emergency call out

### **QUALIFICATIONS**

#### **Knowledge of:**

Principles, practices, methods and materials for municipal maintenance projects and activities; principles, practices and techniques related to building maintenance, and facilities; supervisory principles and methods, including goal setting, budget preparation and administration and employee supervision; safety practices pertaining to the work; applicable state and federal laws and regulations; and work planning, organization and scheduling techniques.

**Ability to:**

- Plan, organize, assign, direct, review and evaluate comprehensive municipal maintenance activities
- Analyze problems, evaluate alternatives and make creative recommendations; read and interpret plans and specifications and guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work; represent the City effectively in meetings with others.
- Maintain accurate records and prepare clear and concise reports and correspondence.
- Perform preventative maintenance on buildings included but not limited to: skilled carpentry, electrical, painting, plastering, dry walling, plumbing, heating, HVAC and mechanical repair work, door hardware, exit and emergency lighting.
- Repair electrical switches, outlets, lighting systems and fixtures.
- Perform advanced level plumbing work including sinks, toilets, faucets, water heaters and pipes, ice machines; clear obstructions from water and sewer lines.
- Perform adequate level of carpentry work including the repair of stairs, decking, handrails and trim, walls, siding, doors and other carpentry work.
- Operate, maintain and repair a variety of mechanical tools and equipment such as power saws, power sanders, drills, air compressors, paint sprayers, generators, pressure washers, landscape equipment, bucket truck required for maintenance skills.
- Actively participate in the positive development of other facilities maintenance team members and the development of technical knowledge of the team.
- Subject to on call rotation.
- Provide a high level of customer service at all times.
- Consistently provide quality service.

**OTHER REQUIREMENTS**

Must possess a valid Texas Driver's License and have a satisfactory driving record.

Maintain appropriate licenses for area of responsibility.

**EDUCATION AND EXPERIENCE**

A typical way of gaining the knowledge and abilities outlined above is:

Education:

Five years of progressively responsible experience in the maintenance of buildings/ facilities is preferred.