

METRO
Classification Description

Title:	Maintenance Lead	Bargaining Unit:	LIUNA 483
Job Code:	0455/4455	Established:	2/92
Pay Range:	365/475	Revised:	12/2005; 9/3/2009
FLSA Status:	Non-Exempt	EEO Category:	Skilled/Craft

CLASSIFICATION DESCRIPTION

Oversee and coordinate day-to-day Zoo maintenance, preventive maintenance, and construction with responsibility for prioritizing and assigning workload, coordinating staff and materials, project management, and for specialty fabrication, new construction projects, remodels, and repairs. The position is also responsible for emergency service functions, develop project plans and specifications, and assist on project planning and budgeting.

DUTIES AND RESPONSIBILITIES

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

1. Consults with supervisor and other Zoo staff as necessary to determine the requirements of each project; prepares rough working drawings, estimates materials and parts needed, and obtains parts and materials.
2. Consults with curators, animal keepers, and other Zoo employees regarding animal care, horticulture, safety, and guest service requirements needed during projects.
3. Oversees maintenance staff to ensure that work is completed correctly and in a timely manner; ensures timely and accurate project records and reports.
4. Determines maintenance work needing to be done throughout Zoo, initiates work orders; reviews and assesses assigned work orders, determines and purchases necessary parts, gives instruction to maintenance workers and completes work orders.
5. Writes specifications for work involving contractors; goes on walk-through with managers, colleagues and/or other division staff to determine scope of work requested.
6. Oversees scheduling of work for assigned Maintenance Worker 1s and 2s and Maintenance Technicians to ensure work is completed in accordance with scheduled completion dates; utilizes appropriate staff to ensure all work is completed in the safest manner possible; assigns or reassigns tasks based upon priorities.
7. Consults managers, supervisors, curators, animal keepers, and other Zoo persons regarding animal care, horticulture, safety, and guest service requirements during construction.
8. Observes and performs all work in accordance with industry and safety procedures.
9. Completes maintenance, preventive maintenance, and repair records.
10. Coordinates and performs emergency service diagnostics, troubleshooting and repairs.
11. Oversees and assists in the construction, maintenance and repair of various types of buildings, sheds, fences, animal exhibits and other structures.

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12. Develops scope of work, drawings, and budget for new construction projects, and submits for plan check. Participates in obtaining contractor or vendor bids. Monitors work completed by outside contractors.
13. Coordinates and performs specialty maintenance or fabrication-related projects such as animal hospital lifting devices, animal training benches, disposal of animal remains, and other unique zoo items.
14. Oversees and assists in the installation and repair of plumbing fixtures; mixing and pouring of concrete and asphalt; fabrication of metals, including cutting and welding; painting including preparation of surfaces; repair of mechanical devices; and the use, operation, care and storage of a variety of hand tools and equipment.
15. Coordinates with Event Technical Coordinator to assure efficient set-up and tear-down of all events.
16. Compiles data for reports.
17. Assists the public, public officials and other employees in a professional and courteous manner.
18. Develops safe work habits and contributes to the safety of self and co-workers.
19. Contributes to a positive team atmosphere.
20. Has regular and punctual attendance.
21. Performs assigned duties during an emergency situation.
22. Other duties as assigned.

JOB SPECIFICATIONS

(These are any combination of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

Job Preparation

Education and Work Experience

- Trade certificated or equivalent and five years progressively responsible experience in, maintenance, repair, installation, operations and project management with lead, quality assurance, preventive maintenance, troubleshooting and emergency services or any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities.

Knowledge, Skills and Abilities

- Specialized and standard practices, methods, tools and materials of carpentry, painting, plumbing, welding, concrete and mechanical trades and working electrical knowledge
- Leadership, recognition, day-to-day oversight, communication skills and work planning to help develop a positive team environment
- Occupational hazards involved and the safety precautions necessary to oversee construction, maintenance, and project assignments

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- Oversee, coordinate, locate and analyze problems and perform necessary corrective action
- Perform and coordinate project planning and project management functions and work from penciled sketches, blueprints and written instructions
- Estimate materials and contractor services required
- Oversee and operate power saws, routers, drill presses, jack hammer, paint spraying equipment, plumbing wrenches and automotive repair tools and equipment
- Operate a personal computer and associated software, radios, and cell phones
- Operate forklifts, climb ladders, use hand tools, welding tools, backhoe, front-end loader, 10 yard dump truck, garbage truck, all-terrain lifts, track hoes, and heavy equipment
- Oversee and physically perform manual work indoors and outdoors under severe climate conditions and perform essential duties of the position including lifting 50 pounds
- Organize and assign work, train, and lead co-workers and other employees
- Direct, understand, follow, and issue complex written and oral instructions
- Work around exotic and sometimes dangerous animals and to react quickly to hazardous conditions
- Establish and maintain effective working relationships with other employees
- Be meticulous in the cleanup of work areas within animal exhibit area
- Apply Federal, State, and local policies, procedures, laws and regulations for respective field
- Use discretion with confidential and sensitive matters
- Provide excellent customer service by meeting the needs and interacting with employees, volunteers, vendors, the public, and others encountered during the course of work in a courteous and professional manner
- Establish and maintain cooperative working relationships with employees, volunteers, vendors, and others encountered during the course of work
- Work in a safe manner and follow Metro safety policies, practices, and procedures
- Perform the assigned duties of the position
- Develop knowledge, skills, and abilities and to obtain and maintain certifications and license

Special Requirements

- Successfully pass the background checks and screening requirements of the organization
- Possession of, or the ability to obtain upon hire, and maintain a valid driver's license and First Aid/CPR Certification, forklift trainer and operator certifications, and to obtain within six months and maintain such other certifications and licenses as may be required

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Tools and Equipment Used

- Use forklifts, climb ladders, use hand tools, welding tools, backhoe, front-end loader, 10 yard dump truck, garbage truck, all-terrain lifts, track hoes, and heavy equipment
- May use standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets

Supervision

- Supervision is received from Sustainable Operations Manager
- May act as lead over Maintenance Worker 1s and 2s, Maintenance Technicians, and provide guidance to AM custodial work shift

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Duties may require prolonged strenuous efforts in hazardous locations, contaminated areas, enclosed spaces, at heights, under inclement weather and other adverse conditions

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.