

Metropolitan Exposition Recreation Commission

Title: Utility Maintenance Lead
Job Code: 8385
Pay Range: 972
FLSA Status: Non-exempt

Bargaining Unit: AFSCME 3580
Established: 4/19/00
Revised: 8/1/2017
EEO Category: Service/Maintenance

CLASSIFICATION DESCRIPTION

Lead a crew of Utility Maintenance Workers or Utility Maintenance Specialists in the performance of general maintenance and repair tasks such as carpentry, general maintenance and painting. Duties include making repairs to buildings, fixtures and equipment.

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.

An employee in this position may perform any of the following essential duties and must be able to do so with or without reasonable accommodation.

1. Provides leadership and training to Utility Maintenance Workers or Utility Maintenance Specialists and temporary employees including assigning and monitoring work. This position is the first point of contact for Utility Maintenance Specialists for direction and problem-solving.
2. Coordinates schedules and assignments with managers to schedule appropriate level of staffing; ensures breaks are taken as scheduled. The position is the primary contact for Labor Ready and ensures proper tracking of temporary employees' timesheets.
3. Liaise for show problems, triages issues, and communicates with show management in the absence of the Assistant Operations Manager or Expo Center Operations Manager.
4. Performs semi-skilled work in a variety of construction, maintenance and operational functions involving carpentry, painting and general maintenance.
5. Repairs buildings, fixtures and equipment including shelving, pictures, bulletin boards and outside signage. Repairs other equipment, tables, carts and chairs.
6. Performs repair of masonry, drywall, cement, rolling stock and vinyl and cabinet work.
7. Responds to service request cards and makes parts runs.
8. Operates a variety of hand and power tools and equipment such as electric drills, electric hammers, etc.
9. Repairs and maintains doors including hardware, locks, underground door closures and parking lot.
10. Enters data; tracks and maintains databases such as the Bigfoot Preventative Maintenance Program used at Expo Center.
11. Cleans and maintains tools.
12. Estimates and orders materials and supplies needed to complete maintenance projects.
13. Performs painting functions using all techniques including the use of electrostatic and striping machines.
14. Drives forklift to transport materials and tools to job site.

15. Constructs and takes down exhibit tents.
16. Provides written information as requested or required for purposes of conforming to departmental procedures.
17. Fulfill Metro's employee values of Public Service, Excellence, Teamwork, Respect, Innovation and Sustainability. These duties include but are not limited to:
 - a. Maintaining positive relationships;
 - b. Respecting diversity of ideas and perspectives of others;
 - c. Demonstrating sustainable practices;
 - d. Assisting the public, public officials and other employees in a professional and courteous manner;
 - e. Developing safe work habits and contributing to the safety of self and co-workers;
 - f. Contributing to a positive team atmosphere; and
 - g. Having regular and punctual attendance.
18. Perform assigned duties during an emergency situation.
19. Other duties as assigned.

JOB SPECIFICATIONS

Education and Work Experience

Minimum of two years experience in general maintenance in a large public events facility. Experience must include carpentry, painting and general maintenance or any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities.

Licenses

- Possess an appropriate and valid driver's license
- Possess or have the ability to obtain, forklift certification
- Possess or have the ability to obtain, aerial work platform certification
- Possess or have the ability to obtain a CPR/AED certification

Knowledge, Skills and Abilities

- Knowledge of materials, methods, implements and devices used in the general maintenance of multi-use buildings and grounds maintenance as required
- Use a computer, including Word and Excel
- Applicable safety practices
- Proper use of hand and power tools and equipment
- Understand and follow verbal and written instructions including operating/service manuals and application instructions supplied by product manufacturers
- Establish and maintain effective working relationships with co-workers and the public
- Operate a forklift, high lift and other power equipment
- Analyze work assignments and to initiate requests for appropriate maintenance items
- Lead and train others

- Apply federal, state and local laws and regulations and agency policies and procedures for respective field
- Use discretion with confidential and sensitive matters
- Fulfill Metro's employee values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability
- Work in a safe manner and follow Metro safety policies, practices, and procedures
- Work on elevated platforms or ladders
- Sand, walk, bend, and stoop frequently
- Push, pull, lift and carry in excess of 100 pounds on a regular basis
- Perform all essential duties of the position

Special Requirements

- Successfully pass the background check and screening requirements of the organization for this particular position

Tools and Equipment Used

- All standard office equipment including but not limited to, computer and printer, fax machine and copy machines; computer software including Microsoft word processing and spreadsheets
- Uses standard hand tools and power tools
- May operate machinery, including forklifts, aerial platforms or other related equipment

Supervision

- Supervision is received from the Assistant Operation Manager or Expo Center Operations Manager
- Acts as lead over Utility Maintenance Workers or Utility Maintenance Specialists

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.

Work is performed predominately indoors but requires some work outdoors with exposure to all types of weather conditions. Work is physical in nature and may require exertion. Incumbent is exposed to chemicals and dust. Gloves, masks, protective eyewear and other personal protective equipment are required while performing some tasks. May be required to work weekends.

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.