

Classification Description



Title:	Maintenance Lead	Bargaining Unit:	LIUNA 483
Job Codes:	0455/4455	Established:	2/92
Pay Ranges:	365/475	Revised:	12/2005; 9/2009; 8/2023
FLSA Status:	Non-Exempt	EEO Category:	Skilled/Craft

CLASSIFICATION DESCRIPTION

Oversee and coordinate day-to-day Zoo or Parks 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

General maintenance functions for all Maintenance Lead positions:

1. Consults with supervisor and other 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. Oversees maintenance staff to ensure that work is completed correctly and in a timely manner; ensures timely and accurate project records and reports.
3. Determines maintenance work needing to be done throughout Zoo or Parks, initiates work orders; reviews and assesses assigned work orders, determines and purchases necessary parts, gives instruction to maintenance workers and completes work orders.
4. Writes specifications for work involving contractors; goes on walk-through with managers, colleagues and/or other division staff to determine scope of work requested.
5. Oversees scheduling of work for assigned Maintenance Worker 1s,2s, 3s 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.
6. Observes and performs all work in accordance with industry and safety procedures.
7. Completes maintenance, preventive maintenance, and repair records.
8. Coordinates and performs emergency service diagnostics, troubleshooting and repairs.
9. Oversees and assists in the construction, maintenance, and repair of various types of facilities including buildings, sheds, fences, animal exhibits, walkways, bridges, trails, docks and other park amenities or systems.
10. 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.
11. 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.

12. Compiles data for reports.
13. Assists the public, public officials, and other employees in a professional and courteous manner.
14. Develops safe work habits and contributes to the safety of self and co-workers.
15. Contributes to a positive team atmosphere.
16. Has regular and punctual attendance.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attends meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
 - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
 - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
 - Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
 - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
 - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
 - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
 - Works in a safe manner and follows safety policies, practices and procedures.
 - Complies with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
4. Performs other duties as assigned.

Specific responsibilities for positions assigned to **Parks and Nature**:

1. Oversees and performs staff training on equipment and park systems.
2. Coordinates water system and other utility surveys as required by law.
3. Updates maintenance manuals, creates protocol documents and implements procedures.
4. Utilizes CMMS and trains maintenance staff on computer maintenance management and work order tracking software (Asset Essentials).
5. Assists Arborist with tree removals and tree cleanup (This includes tending to emergency situations and storm damage).
6. Coordinates and performs specialty maintenance or fabrication-related projects.

Specific responsibilities for positions assigned to **Zoo**:

1. Consults with curators, animal keepers, and other Zoo employees regarding animal care, horticulture, safety, and guest service requirements needed during projects.

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2. Consults managers, supervisors, curators, animal keepers, and other Zoo persons regarding animal care, horticulture, safety, and guest service requirements during construction.
3. 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.
4. Coordinates with Event Technical Coordinator to assure efficient set-up and tear-down of all events.

JOB SPECIFICATIONS

Education/Licensing 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 experience, education and training which provides the equivalent scope of knowledge, skills, and abilities to perform the essential job duties.

Special Requirements:

Upon hire:

- 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.

If assigned to **Parks and Nature:**

Within 6 months of hire:

- Class A commercial driver's license
- Aquatic facility operator's license
- OHA Small water systems class completion
- Oregon pesticide applicator license
- Playground safety inspector certification

Knowledge, Skills and Abilities:

- Knowledge of specialized and standard practices, methods, tools and materials of carpentry, painting, plumbing, welding, concrete and mechanical trades and working electrical knowledge.
- Knowledge of occupational hazards involved and the safety precautions necessary to oversee construction, maintenance, and project assignments.
- Knowledge of Federal, State, and local policies, procedures, laws and regulations for respective field.

- Skill in leadership, recognition, day-to-day oversight, communication skills and work planning to help develop a positive team environment.
- Skill in estimating materials and contractor services required.
- Skill in operating a personal computer and associated software, radios, and cell phones.
- Ability to oversee, coordinate, locate and analyze problems and perform necessary corrective action.
- Ability to perform and coordinate project planning and project management functions and work from penciled sketches, blueprints, and written instructions.
- Ability to oversee and operate power saws, routers, drill presses, jack hammer, paint spraying equipment, plumbing wrenches, chainsaws and automotive repair tools and equipment.
- Ability to operate forklifts, climb ladders, use hand tools, welding tools, backhoes, front-end loaders, bobcats, crane trucks, bucket trucks, 10 yard dump truck, garbage truck, all-terrain lifts, track hoes, and other heavy equipment.
- Ability to oversee and physically perform manual work indoors and outdoors under severe climate conditions and perform essential duties of the position including lifting 75 pounds.
- Ability to organize and assign work, train, and lead co-workers and other employees.
- Ability to direct, understand, follow, and issue complex written and oral instructions.
- Ability to 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.
- Ability to establish and maintain effective and cooperative working relationships with employees, volunteers, vendors, and others encountered during the course of work.
- Ability to work in a safe manner and follow Metro safety policies, practices, and procedures.
- Ability to obtain and maintain certifications and license.
- Ability to maintain confidentiality.
- Ability to perform essential duties and responsibilities including heavy manual labor for extended periods, often under inclement weather conditions, and lifting up to 75 pounds.
- Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
- Ability to successfully pass the background check and screening requirements if required for the position.
- Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

If assigned to **Zoo**:

- Ability to work with animal keepers, vet staff, and maintenance staff to plan projects from concept and problem solving through project designs and completion.
- Ability to work around exotic and sometimes dangerous animals, and to react quickly to hazardous conditions.
- Ability to be meticulous in the clean-up of work areas and/or within animal exhibit areas.

SUPERVISION

- Supervision is received from supervisors or managers.

SUPERVISION EXERCISED

- May act as lead over Maintenance Worker 1s 2s, 3s and Maintenance Technicians.
- May act as lead over temporary employees, volunteers, contractors or other positions.
- If assigned to Zoo, provide guidance to AM custodial work shift.
- If assigned to Parks and Nature, may provide guidance to other Park staff as needed for maintenance activities.

TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING

- A variety of hand and power tools and equipment requiring specific skill, including power saws, routers, drill presses, metal lathes, paint spraying equipment, plumbing wrenches, chainsaws and automotive repair tools and equipment.
- Heavy and light equipment such as hydraulic auto lifts, forklifts, golf carts, front-end loaders (including tractor, backhoe, and bobcat), bucket trucks, crane trucks, 10-yard dump truck and garbage truck.
- 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.

WORK ENVIRONMENT

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

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.