

HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA

Approved: 03/15/05

Reviewed: 00/00/00
Revised: 00/00/00

LEAD MAINTENANCE MECHANIC

DEFINITION/PURPOSE:

Provide lead direction to Maintenance Mechanics in their performance of work in various skilled and semi-skilled trades involving the maintenance of grounds, and the repair and maintenance of equipment and buildings. Work involves responsibility for journey-level skill in at least one trade and additional sub-journey-level skills in other trades. Exercises technical independence in determining work methods and procedures. May organize and/or assemble work materials for other Maintenance Mechanics, as directed.

DISTINGUISHING CHARACTERISTICS:

The Lead Maintenance Mechanic provides lead direction, performs and uses skills at the journey-level in at least one trade and sub-journey-level in several other trades. Typically performs the most difficult work assignments. Assignments are received orally, through written work orders, and/or written instructions, sketches and/or diagrams from either the Maintenance Supervisor or designee. Review of work is received from technical or administrative supervisors through inspections and discussions. Exercise independent judgment in the accomplishment of work assignments, as authorized, and exercises initiative to eliminate deficiencies.

SUPERVISION RECEIVED AND LEAD DIRECTION EXERCISED:

Receives direct supervision and lead direction from the Maintenance Supervisor.

Exercise lead direction over Facility & Grounds Workers and Maintenance Mechanics A & B, as assigned, depending on the location and nature of the assignments. The classification is not responsible for the supervision of Authority employees.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Provide lead direction to Maintenance Mechanics A & B and Facilities and Grounds Workers in the accomplishment of projects, as assigned. Perform the most difficult assignments.
- Perform grounds maintenance, painting, masonry, plumbing, carpentry, electrical, and mechanical repairs to buildings and equipment.
- Perform installation, repair, and maintenance at the journey-level in one or more of the following trades and at the sub-journey-level in one or more of these trades.

Definitions of journey level job descriptions may include the following, but are not limited to:

- Carpentry: Perform rough and finished carpentry. Remove and replace partitions, install doors and locks, make repairs to all types of roofing, repair cabinets, floors, windows, footings, siding and makes general structural repairs.
 - Electrical: Run service lines, upgrade wiring, and make adjustments to electrical service. Troubleshoot electrical systems, diagnose electrical shorts, detect and repair faulty electronic systems. Install electrical appliances.
 - Heating & Air Conditioning: Install, clean, service, and repair a wide variety of heating, ventilating, air conditioning, and related equipment.
 - Masonry: Perform masonry, stucco, plaster, and concrete work in connection with landscape, buildings and foundations.
 - Painting: Prepare and paint exteriors and interiors of Authority properties. Prepare walls, apply textures, brush, roll, or spray-paint walls, trim, and other structure. Install and glaze window elements.
 - Plumbing: Install, repair, and maintain apartment and facility water and gas systems. Measure, cut, thread, join and install pipes for steam and water lines and gas, water and sanitary systems.
 - Locksmith: Install, maintain, repair and replace all types of locks and locking devices including electronic cardkey devices, and can duplicate keys and make keys from codes. Has knowledge of repining locks, mater keying to Great Grand Master level, ability to read from blueprints and sketches, maintain control records, formulate biting lists for all lock types, ability to make arithmetic computations, pick and shim locks open, impression new keys and properly use and maintain hand and power tools related to locksmithing.
- Make estimates of labor, time, costs and materials for the completion of assignments.
 - Clean apartments, public areas, offices, and streets.
 - Seed, water, mow, cultivate, clean and give general care to lawns and grounds. Shapes and controls trees and shrubs. Operates spraying equipment.
 - Operate and repair power saws, power mowers, and other power equipment.
 - Unstop sewers and drains.
 - May issue lawn mowers to tenants.
 - Repair office furniture, repair and install window shades/curtains, repair and hang screens, install various hardware, and fixtures.
 - Perform custodial work, such as cleaning, waxing floors, and trash removal.
 - Drive trucks, lawn tractors, and other powered equipment.
 - Perform all activities in accordance with the latest job safety practices.
 - Maintain good rapport with housing tenants and all Authority staff.
 - Maintain work area and assigned spaces in a safe and orderly condition.
 - Provide reasonable care and maintenance and assume accountability for assigned, issued, and/or checked-out Authority tools, equipment, and/or vehicles.

OTHER JOB FUNCTIONS:

- In the absence of the Maintenance Supervisor, the Lead Maintenance Mechanic may be responsible to orient outside contract personnel on-site and may attend periodic management meetings.
- May fill in for the Maintenance Supervisor, as assigned.
- Perform related duties as assigned.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge of – Leadership principles. Methods, materials, tools and practices used in the painting, plumbing, carpentry, and electrical trades. Occupational hazard and safety considerations and precautions of the building, electrical or mechanical trades. Standard practices, processes, and material involved in trades related to building maintenance. Correct use of oral and written English.

Ability to – Provide lead direction to a small group of skilled, semi-skilled, and unskilled workers. Make and work from sketches or plans for improvement or alteration of buildings and equipment. Make accurate estimates of time and materials required for repair and maintenance work. Keep simple records and make reports. Meet the public effectively and give information regarding grounds and building facilities and Authority regulations. Use and care for tools and equipment employed in the building, electrical, masonry or mechanical trades.

Licenses and Certificates – Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive a motor vehicle, work indoors or outdoors in a variety of weather conditions, climb stairs and ladders, work in limited spaces, crawl, bend, stoop, stretch, work in awkward and confined spaces, and work at heights. Lift items of 50 lbs to shoulder height. Walk over uneven ground. Handle a variety of chemical compounds and solvents used in cleaning and in the trades.

Other – Provide proof of US citizenship or, if a non-citizen, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- This is a regularly scheduled full-time position.
- Will be required to take a pre-employment physical examination.
- Bilingual skills are desirable.
- Be bondable.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience – Four (4) years of apprenticeship training in one or more trades (documented) or four (4) years of experience in the carpentry, electrical, painting, plumbing, masonry, or one of the mechanical trades.

Education – Graduation from an accredited high school, or possession of an equivalent certificate or diploma recognized by the State of California (e.g.

G.E.D.). College courses in construction technology or a related field are desirable.