



Town of Oro Valley Classification Description

Title: **FACILITY MAINTENANCE CREW LEADER**

Job Code: 3215

FLSA Status: Non-Exempt

Department: Public Works

Salary Grade: 110

POSITION SUMMARY:

Under general supervision, leads subordinate staff with projects involving maintenance and repair of all the Town's Facilities. Position will be under the Public Works Operation's Division.

ESSENTIAL JOB FUNCTIONS:

- A. Leads subordinate staff in the maintenance of all the Town's Facilities.
- B. Determines type and quantities of materials required to perform and complete job assignments and arranges materials delivery to job sites.
- C. Assigns crew personnel job tasks, instructs personnel in methods, procedures and equipment operation and participates in work activities to maintain work schedules and standards.
- D. Operates and supervises the use of equipment required for completing the maintenance.
- E. Implements and enforces safety procedures and practices when working with heavy equipment, tools and materials.
- F. Investigates and resolves minor operational and procedural problems and personnel complaints.
- G. Maintains records of work activities, injuries and accidents.
- H. Operates and checks equipment for proper servicing, operation and safety and reports defects to supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and Federal statutes, ordinances, codes, rules and regulations.
- Knowledge of facility maintenance concepts, techniques and materials.
- Knowledge of occupational hazards and standard safety precautions.
- Skill in assessing, prioritizing and delegating work assignments and projects to subordinate staff.
- Skill in operating hand tools used in facility maintenance.
- Skill in oral and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent.
- Four (4) years' experience in facility maintenance, **OR** an equivalent combination of education and experience.
- Must possess at time of application and maintain an Arizona commercial driver license.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor and outdoor environment.