



JOB DESCRIPTION

TITLE: LEAD BUILDINGS/GROUNDS SERVICE WORKER
STATUS: Union/FLSA Non-Exempt
GRADE: Grade 13

JOB SUMMARY:

Responsible for leading, scheduling, training, and assigning the work of Building and Grounds Service Workers; responsible for safety of Building/Grounds Service Workers as well as work performance and standards.

REPORTING RELATIONSHIPS:

This position reports to the Field Operations Manager. This position provides work assignments and direction to Buildings and Grounds Service Workers.

ESSENTIAL DUTIES include the following:

- Determines required equipment and materials to complete buildings and grounds related work orders and ensures that the appropriate equipment, materials and staff are assembled to complete assigned work;
- Assesses the conditions of work sites and areas and assists staff when needed in determining proper layout and approach for safe and efficient work;
- May direct on-site activities of staff; trains staff in proper methods and techniques; assigns specific tasks;
- Inspects the work of staff for adherence to standards and instructions when needed; provides direction; advises supervisors regarding probationary periods and performance appraisals;
- Performs the work of a Building and Grounds Maintenance Worker;
- Helps to identify and makes staff aware of hazardous conditions; observes and instructs workers regarding safety practices; may oversee the layout of barricades, warning signs and other public safety devices if necessary to complete the work;
- Works with contractors and vendors to coordinate and complete contracted out work related to buildings and/or ground maintenance; responds to inquiries from the public and confers with property owners who may be impacted by grounds and/or building maintenance work; responsible for minor in field changes to proposed plans due to unforeseen conflicts in cooperation with contractors, vendors, the public or other jurisdictions;
- Reports suspected or noticeable mechanical, equipment and machinery safety problems to supervisor; requests oiling, greasing, and other routine maintenance; repairs broken hoses, flat tires, and other minor breakdowns as needed; recommends the purchase or may purchase equipment; performs minor engine maintenance as needed;
- Conducts and documents safety meetings when necessary, fills out incident/accident reports, and completes work orders and logs daily activities within District CMMS system; and
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Standard methods, practices, tools, and equipment used to perform janitorial services as well as buildings and ground maintenance at a level necessary to provide instruction and direction to other employees;
- Principles and practices of leadership;
- Qualities and uses of various cleaning, sanitizing, stripping, and waxing compounds;
- Occupational hazards and safety rules and regulations related to perform janitorial services as well as buildings and ground maintenance;
- Building and property security procedures;
- Computers and software programs necessary to perform the essential functions of this position;
- Safe use of a wide range of chemicals according to appropriate laws, regulations, and guidelines; and
- Safe methods of handling and disposing of hazardous materials and blood borne pathogens with care.

Skill in:

- Providing leadership, direction, coaching, and training;
- Maintaining cooperative working relationships with management, District staff, and the public demonstrating sensitivity to and respect for a diverse population;
- Communication, both oral and written, as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction and carry out directions.
- Reading and following complex directions;
- Working without continuous direct supervision;
- Working with and safely disposing pesticides and other hazardous materials;
- Use of proper chemicals depending on specific cleaning need;
- Operating manual and power equipment related to this position; and
- Performing physical labor related to this position.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be at least five years of experience in interior and exterior maintenance including: mowing, trimming, weeding, snow removal, janitorial and handyman services; and the equivalent of a two year degree in landscape maintenance or equivalent related training and/or certifications.

Licensing Requirements:

Possess and maintain a Valid Washington State Driver's License with acceptable driving record, industrial First Aid and CPR card, and pesticide applicator certification. A Master Gardener or similar certification is preferred.

WORKING CONDITIONS:

Duties are often performed in the field where there is exposure to varying weather conditions, confined spaces, loud noises, strong fumes, mechanical equipment, and pumps. Visual inspection of the work site is necessary. Driving is required.

PHYSICAL REQUIREMENTS:

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Approved: November 21, 2012