



Class Code: 616
FLSA: Covered

Facility Project Leader 1

General Class Purpose

The Facility Project Leader 1 plans, coordinates, and schedules facility maintenance and limited scope remodeling projects. Employees coordinate and lead the work of City facility maintenance staff, service contractors or court-assigned workers engaged in the maintenance, repair and renovation of city facilities.

Distinguishing Characteristics

The work of the Facility Project Leader 1 involves judgment about materials, methods and work quality. Employees are responsible for the timely and quality completion of facility projects, and make certain projects are completed within the scope and conditions of the contract specifications. The employee will interpret general administrative or operational policies and procedures. The Facility Project Leader 1 is distinguished from the Facility Project Leader 2 by the responsibility for maintenance and repair, or the smaller and less complex renovation projects.

Supervision Received and Exercised

Employees work under the general supervision of a supervisor or manager. The employee will exercise judgment or choice among possible actions. Significant deviations from established procedures require prior approval from the supervisor. Employees exercise lead direction. The coordination of staff constitutes a major portion of the work.

Examples of Essential Duties and Responsibilities

The listed examples are illustrative of the classification level and not intended to list all duties typically assigned to this classification.

1. Plan, coordinate, and schedule the work of building maintenance staff, service contractors, temporary employees, and community service workers engaged in maintenance and limited scope construction projects. Assign staff to work projects; solve work-site problems and coordinate work schedules with contractors or city staff.
2. Develop scope, time and material cost estimates, and specifications for proposed projects. Research and plan the most efficient work method to complete projects. Apply for and obtain necessary permits prior to work. Evaluate and monitor work in progress and at the time of completion for conformance to contract

- specifications, blueprints, schematics, and fire or safety codes; resolve problems and safety concerns.
3. Adjust work scope and decide appropriate material and equipment for projects. Negotiate changes in schedule, and recommend approval of change orders, or alternative materials and construction methods. Redirect staff and change project priorities to achieve goals and objectives or bring projects in on time and within budget.
 4. Inspect and identify deficiencies in physical structures, fixtures, and electrical or plumbing systems. Develop, recommend and implement plans to correct deficiencies. Review, evaluate and recommend preventative maintenance schedules and upgrades for facility systems. Coordinate routine installation, repair, maintenance and upgrade of facility systems.
 5. Respond to routine and emergency maintenance service requests; prioritize and coordinate work orders; assign work to maintenance personnel or service contractors. Inspect completed work and resolve complaints.

Minimum Qualifications Upon Entry

General knowledge of:

- Principles and techniques of the renovation and repair of commercial buildings and their operating systems
- Materials, tools and equipment commonly used in the maintenance, repair and construction of commercial structures
- Preventative maintenance practices related to physical plant systems
- Terminology used in mechanical and structural schematics and blueprints
- Applicable state and local building codes
- Components and operation of security and energy systems
- Occupational hazards involved and the safety precautions needed when working in confined spaces, roof tops, and when doing traffic control signing or flagging

Basic knowledge of:

- Principles, processes and techniques of construction project management
- Methods, techniques and procedures involved in contract administration and procurement
- Architectural and engineering terminology applied to building construction
- Mathematics as it applies to construction and maintenance of building systems
- Computer software and operating systems used to track expenditures and construction projects

Skill to:

- Review plans and specifications for building and related construction maintenance projects and determine compliance with codes and regulations
- Lead and train assigned staff in building maintenance and customer service situations
- Operate a computer and typical office software

- Perform a variety of skilled craft trades such as carpentry, painting, building construction and maintenance or a combination of plumbing, electrical and refrigeration

Ability to:

- Schedule, monitor, coordinate and evaluate the work performed by maintenance staff and commercial building maintenance service contractors
- Identify routine problems and review related information to develop and evaluate options
- Inspect building sites during construction, alteration or repair and enforce a wide range of building, zoning and related codes and regulations
- Read, understand and interpret mechanical and structural schematics, plans and blueprints
- Deal courteously and communicate effectively with a variety of individuals in the course of work, including the resolution of job-related problems with contractors and staff
- Maintain accurate records and documentation
- Prepare clear and concise reports

Experience and Education

A typical way to obtain the required knowledge, skills and abilities would be:

Five years of journey-level experience in one of the building or facilities construction and maintenance fields; or an equivalent combination of experience and training.

Experience planning, scheduling or coordinating facility system maintenance and construction projects is desirable.

Other Qualification Standards

Positions in this classification require a valid drivers' license or an acceptable alternative method of transportation. Depending on the position, one or more licenses or certifications relating to the construction trades may be required. Employees must have the ability to obtain a pool operator certification within one year of hire.

Physical and Mental Demands

The listed physical and mental demands are representative of those that must be met by an employee to successfully do the essential functions of this classification. Persons with disabilities may be able to carry out the duties with accommodation. Reasonable accommodation will be evaluated on an individual basis.

Positions regularly require moving from one physical location to another and doing physical tasks such as walking, climbing, bending, stooping, kneeling and moving equipment and tools. Employees will occasionally operate computers and construction equipment, and use hand or power tools. They will regularly communicate with others to convey or receive information and express ideas. Employees will regularly use their

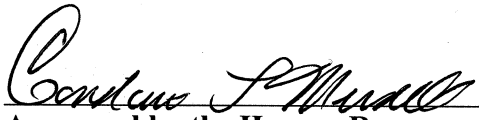
vision to see at close and far distances, judge distance and space relationships, distinguish colors and focus on objects for detail such as printed or drafted information or computer screens. Employees will use a standard office computer and equipment such as copiers and telephone.

Employees apply principles of rational systems to solve practical problems and deal with a variety of concrete variables. They interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form

Work Environment

Work is regularly performed in the outdoors in all types of weather and field conditions, such as urban high traffic areas, mechanical rooms, offices; and construction areas involving heights, walking on uneven terrain, or climbing into confined subterranean locations. Work can involve exposure, with safety precautions to noise from construction equipment, sewage, dust, dirt, solvents, cleaners, lubricants and other chemicals.

Work will require the ability to respond during off-duty hours, in the evenings or weekends and the availability to stand-by during non-work hours.



Approved by the Human Resources Director
January 2007

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