

Job Title: FACILITIES NIGHT LEAD

Definition:

Under the general supervision of the Supervisor of Operations and Director of Facilities, this position is a working lead position that requires the incumbent to plan and coordinate facilities personnel duties and to interface between site administrators and Facilities management.

Distinguishing Characteristics:

Coordinates the directions of Facilities management staff following the chain of command and provide lead direction to other facilities personnel.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar tasks not listed here.

1. Coordinates the activities of night Facility crews, including daily schedules.
2. Provides input to management regarding evaluation criteria for all night facility positions.
3. Inspects work to insure quality standards are met.
4. Recommends training and in service for staff.
5. Assists as needed in the performance of duties assigned to staff.
6. May perform all work covered by the Maintenance III and Custodian II descriptions.
7. Performs special assignments from one or more of the following trades: painter, locksmith, plumber, electrician, carpenter, or air conditioning.
8. Insures that adequate staffing is available on a daily basis for day or night shift. This includes providing substitutions where necessary and planning split work runs to insure adequate coverage. This often requires contacting substitutes, rescheduling existing work force, or fill in as needed.
9. Plans, coordinates, and transports equipment for repairs and provides replacement when necessary.
10. Provides counseling when and if needed.
11. Observes safety practices and corrects noted safety violations at all sites.
12. Provides daily interface with Facilities' management personnel.
13. Performs other related duties as assigned.

Minimum Knowledge, Skill, Ability:

Knowledge of:

- Principles of Supervision
- Tools, materials, methods, and terminology used in several of the building trades
- Fundamentals of most of the crafts
- Safety principles
- Must have specific knowledge of all maintenance and trade requirements of the Custodian II and Maintenance III

Job Title: FACILITIES NIGHT LEAD

Skills and Ability to:

- Apply the principles, methods, materials, and equipment, used in a qualified craft
- Perform heavy manual labor and lift loads properly and safely
- Work independently and take on-the-spot corrective measures
- Learn and work within the framework of District policy
- Maintain professional confidentiality
- Maintain effective and cooperative working relationships with those contacted in the course of work

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge skills, and abilities would be: high school diploma or equivalent and no less than three years custodial and building maintenance experience in educational or public establishments, including some supervisory experience.

License and Certificates:

Possession of a valid California driver's license and be insurable.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 100 pounds and is infrequent aspect of the job.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- May be required to work with harsh and toxic substances
- May be required to wear protective apparel including goggles, face protectors, aprons and shoes.
- May be required to work within enclosed spaces or at heights above ground level.
- May be required to work around loud noise.
- May be required to work around moving mechanical parts.
- May be required to work around electrical current.
- Is subject to inside and outside environmental conditions.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range: 38

Job Title: FACILITIES NIGHT LEAD

PHYSICAL REQUIREMENTS INFORMATION				
Activity	Never	Occasionally Up to 3 hours	Frequently 3 – 6 hours	Constantly Over 6 hours
Sitting		X		
Standing		X		
Running	X			
Walking			X	
Crawling		X		
Kneeling		X		
Climbing		X		
Squatting		X		
Bending (neck)		X		
Bending (waist)		X		
Twisting (neck)		X		
Twisting (waist)		X		
Reaching(above shoulder)		X		
Reaching (below Shoulder)		X		
Pushing & Pulling		X		
Fine Manipulation		X		
Power Grasping		X		
Simple Grasping		X		
Repetitive use of hands			X	
Keyboard Use		X		
Mouse Use		X		
Lifting/Carrying				
0 – 10 lbs.			X	
11 – 25 lbs.		X		
26 – 50 lbs.		X		
51 – 75 lbs.		X		
76 – 100 lbs.		X		
100 + lbs.		X		
Walking on uneven ground			X	
Driving		X		
Working with heavy equipment		X		
Exposure to excessive noise		X		
Exposure to extreme temperatures		X		
Exposure to dust, gas, fumes, or chemicals		X		
Working at heights		X		
Repetitive movement		X		
Use of special visual or auditory PPE		X		
Working with bio-hazards (e.g., blood-borne pathogens, sewage, etc.)		X		

Job Title: FACILITIES NIGHT LEAD

Mental and Psychological Demands		Frequency	
Basic Work Abilities:		Essential	Non-Essen
1	Follow verbal and written instructions	C	N/A
2	Maintain the established work pace	C	N/A
3	Adhere to established work and safety procedures	C	N/A
4	Respond appropriately to direction, evaluation, or criticism	C	N/A
5	Respond appropriately to changes in the work setting	C	N/A
Attention to Task/Details:			
6	Perform simple/repetitive tasks	C	N/A
7	Perform complex/varied tasks	C	N/A
8	Organize tasks and set priorities	C	N/A
9	Manage multiple tasks simultaneously	C	N/A
Interaction with Others:			
10	Work cooperatively with coworkers	C	N/A
11	Interact with customers or the public	C	N/A
Decision Making:			
12	Use basic problem-solving techniques	C	N/A
13	Work autonomously, or with minimal supervision	C	N/A
14	Make independent decisions based on data/circumstances	C	N/A

Frequency Key: The following abbreviations denote the frequency an activity is performed daily.

N = Never

I = Infrequently (less than once per day)

O = Occasionally (less than 2 ½ hours per day)

F = Frequently (2 ½ to 5 hours per day)

C = Continuously (more than 5 hours per day)