



JOB DESCRIPTION
CREW LEADER – BUILDINGS MAINTENANCE
(Promotional)

THE POSITION

Under supervision of the Sr. Maintenance Supervisor - Buildings, this working crew leader is responsible for building maintenance, including custodial services. Position performs a variety of tasks related to the custodial care and maintenance of District buildings and oversees employee and contracted building maintenance and custodial services, supervises, trains and schedules custodial staff members, inspects facilities and takes necessary maintenance actions, serves as a back-up on the pool and water feature operations during the absence or unavailability of the Buildings Specialist, and performs other duties as assigned by the Sr. Maintenance Supervisor – Buildings.

EXAMPLE OF DUTIES

The essential duties of the position include but are not limited to: supervising, training, scheduling and evaluating contracted and district staff assigned to building maintenance, maintaining District buildings; maintaining the District's water features and elements which includes water pumps, lagoon and pond water features, splash pads in both Oak Park and Simi Valley and the District's pool facility at Rancho Simi Community Park; inspecting and reporting on items requiring additional services within the assigned facilities; supervising the operation and daily routine maintenance of all types of equipment, chemicals and cleaning products used in maintaining buildings.

Maintenance of buildings includes: maintenance and repair of buildings and equipment, moving furniture and equipment, setting up and breaking down rooms used for classes, meetings and events, cleaning and maintaining orderly appearance of District facilities, including public restrooms, kitchens, meeting rooms and other areas, maintaining the swimming pool (including monitoring and correcting pool water chemistry as required, maintaining pumps and filters; performing plumbing repairs (in order to reduce District need to contract for these services). Additional duties may include domestic main line water repairs, controller and valve installation and repair; trash removal; maintenance of equipment, cleaning and upkeep of park building facilities, including restrooms.

The position may perform other related work as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills, Abilities: Graduation from high school or equivalent, and three years related experience. Requires a thorough understanding of building, water feature, and swimming pool operations and cleaning methods; knowledge of the materials, supplies and equipment utilized in cleaning activities; knowledge and safe use of cleaning, conditioning, chlorination and filtration products and chemicals; ability to operate mechanical cleaning devices and other related maintenance equipment. Must be able to operate power tools and equipment, including District vehicles. Requires the ability to read and understand written instructions, use good judgment in carrying out written or oral instructions.

Licenses / Certification: A valid California driver's license and good driving record are required.

PHYSICAL REQUIREMENTS

It is expected that this position will require standing and/or walking approximately 90% of the time, frequent bending, kneeling, squatting, reaching overhead, and working on rough or uneven terrain; occasional climbing stairs/ladders; handling and dexterity, some to occasional lifting, frequently lifting, carrying and pushing or pulling loads up to 60 pounds; occasional lifting, carrying and pushing or pulling loads to 100 pounds. This position will require operation of mechanical cleaning devices, vacuum pumps, various tools and understanding of application and use of various cleaning chemicals and other maintenance equipment as assigned.

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