



City of Tempe

FACILITY MAINTENANCE TEAM LEADER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	542	<i>Department:</i>	Engineering & Transportation / Financial Services
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Building Equipment Technician II+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general supervision from higher level supervisory or from other management staff.
Exercises functional and technical direction over facility maintenance personnel.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of experience working as a Building Maintenance Technician II or journey level equivalent.
<i>Education:</i>	High school diploma, GED or equivalency. Training in a field related to core duties of the position is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of a valid driver’s license. ● Possession of, or required to obtain within 180 days of hire, a Universal EPA Certification.
<i>Additional:</i>	Must pass police polygraph and background examination.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission, vision, and values. To lead and participate in the work of Financial Services’ maintenance staff or to Transit Facilities staff; to coordinate related activities and projects; and to identify, analyze and resolve problems related to daily operations and maintenance.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Lead preventative maintenance program;
- Lead special projects;
- Lead and participate in all related aspects of maintenance for assigned areas;
- Recommend and assist in the implementation of organizational goals and objectives and implement policies and procedures;
- Act as a coach and mentor to team members; assist with the training and evaluation of team members; prepare payroll, procurement records and other personnel related documents;
- Ensure proper records, daily logs, and inventories of restricted use and/or other chemicals are in compliance with regulating agency;
- Determine equipment and supply needs; evaluate and monitor equipment performance; requisition supplies and materials; and make routine and emergency purchases as required;
- Assist in preparation of the workgroup budget;
- Maintain data in various computerized systems and accurate records of work performed, materials used and associated work;
- Regularly inspect and evaluate operations and activities in assigned areas of responsibility; coordinate and assist in the implementation of equipment for needed maintenance, repairs and preventative maintenance and take corrective action;
- Provide input to a daily work plan based on changing conditions and priorities; inform staff of process changes and adjustments as required to meet variable conditions as directed by the management; obtain and provide support for area of assignment during critical events such as equipment or component failure or other problems;
- Assist with and participate in safety programs as required by OSHA including job hazard assessments, training, use of proper personal protective equipment and MSDS documentation; assist and coordinate other training programs and encourage compliance with existing training and/or certification requirements; facilitate cross training between various skills/trades;
- Operate equipment as required utilizing proper safety precautions related to all work performed;
- Perform related duties as assigned.

When Assigned to Transit in the E&T Department:

- Lead CIP Projects related to facility maintenance needs at transit funded facilities;
- Identify areas needing repair and maintenance, and take corrective action;
- Assist in the development of guidelines and requirements for projects; assist with the preparation of specifications for contracts; monitor the work of maintenance contractors; ensure compliance with contract conditions;
- Assist with the training and evaluation of staff members; prepare payroll records and other personnel related documents;
- Ensure proper records, daily logs, and inventories of restricted use and/or other chemicals are in compliance with regulating agency;

- Determine equipment and supply needs; evaluate and monitor equipment performance; requisition supplies and materials; and make routine and emergency purchases as required;
- Operate and maintain data in various computerized systems and accurate records of work performed, materials used, and associated work;
- Regularly inspect and evaluate operations and activities in assigned areas of responsibility; coordinate and assist in the implementation of equipment for needed maintenance, repairs and preventative maintenance and take corrective action;
- Provide input to a daily work plan based on changing conditions and priorities; inform staff of process changes and adjustments as required to meet variable conditions and priorities; inform staff of process changes and adjustments as required to meet variable conditions as directed by management; obtain and provide support for area of assignment during critical events such as equipment or component failure or other problems.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective September 2015

Effective December 2016 (When Assigned to Public Works – Transit)

Revised October 2019 (Reorg from PW –moved to Internal Services Dept)

Revised March 2021 (assigned to Eng & Transport Dept)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Facility Maintenance Team Leader

Job Code: 542

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*			X	
Electrical*			X	
Power Tools*			X	
Hand Tools*			X	
Personal Protective Equipment*		X		
Computer Software			X	
Fumes		X		
Chemicals		X		

ENVIRONMENT				
Indoors			X	
Outdoors			X	
Working in or around water			X	
Extreme Heat			X	
Extreme Cold			X	
Office Setting		X		
Confined Spaces	X			
Excessive Noise**			X	
Heights			X	
Sewage Exposure		X		
Bodily Fluid Exposure		X		

ENDURANCE				
Sit		X		
Stationary / Stand		X		
Traverse / Move				X

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs			5-25lbs	X	X
26-50lbs			26-50lbs		
51-75lbs	X	X	51-75lbs		
76-100lbs			76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion	X	
Climb Stairs / Ladders	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
<ul style="list-style-type: none"> - May require working extended hours. - May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**