



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Crew Leader - Maintenance & Repairs	BAND/LEVEL:	TEC III
DEPARTMENT:	Information Technology	JOB NO:	7040
DIVISION:	Facilities Management	DATE:	06/10/2019
REPORTS TO:	Supervisor, Facilities Management	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	127
REPLACES:	N/A	LAST REVISED DATE:	N/A

JOB SUMMARY STATEMENT: The position of Crew Leader Maintenance & Repairs acts as a lead person on equipment and mechanical systems preventative maintenance and repairs on and in City facilities. Instructs, directs, and schedules routine to complex repairs, installations, and preventative maintenance on City equipment and Facilities. Work with Facilities Supervisor estimating, scheduling, planning, and coordinating repairs and maintenance on equipment.

DUTIES AND RESPONSIBILITIES:

1. Acts as lead person on maintenance, preventative maintenance, and repairs on equipment and mechanical operating systems in City facilities.
2. Instructs and directs facility workers in maintenance and servicing of the mechanical systems and components of each City facility
3. Assists in the planning, estimating and coordination of repairs and replacement of operating systems of each City facility.
4. Maintains necessary records of equipment, maintenance repairs, and replacement of operating systems.
5. Contacts and coordinates repairs, normal and emergency, with appropriate vendors, including HVAC, mechanical, controls, fire alarm, fire sprinkler, plumbing.
6. Oversees facilities workers in daily job directions and scheduling assignments to complete HD requests and other maintenance projects.
7. Performs routine inspections of building envelope, grounds and interior to ensure weather tight and sound building structure.
8. Inspects buildings and systems for proper operation. Checks mechanical systems, electrical and lighting systems, plumbing, and life safety systems daily. Makes necessary repairs and adjustments as needed.
9. Assists in overseeing and coordinating outside contractors when required.
10. Responsible for safety on projects and repairs including barricades, signage, scheduling and notification. Proper usage of PPE and oversees safe work habits.



11. General understanding of building codes and proper construction methods. Ability to read blueprints and interpret building plans and specifications.
12. Assists in emergency operations, including snow removal and other City emergencies, as required.
13. Ability to perform duties that require independent judgement to assess facts and draw conclusions.
14. Ability to manage daily activities, schedules, routine tasks along with larger projects or scheduled improvements and emergencies as they may occur.
15. Manages schedules and timelines of preventative maintenance to ensure they are on schedule and completed on schedule.
16. Maintaining project schedules as problems arise, lead times on materials, changes in plans, etc.
17. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
18. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education, High school diploma or equivalent. Associate's Degree or certification at a trade or technical school in HVAC or related field preferred.
- Possession of an appropriate, valid driver's license.
- Must maintain an insurable driving record.
- Employees hired on or after May 12, 2008, must have or obtain a commercial driver's license (CDL) within 12 months of employment with the City.

EXPERIENCE:

- Three to five years of general maintenance experience with knowledge in the following trades:, HVAC and mechanical; plumbing and electrical; Construction and carpentry; or an equivalent level of experience.

SKILLS:

- Safely and effectively operate a wide range of shop hand and power tools.
- Ability to operate necessary office equipment, including phone, computer, printer, copier, fax and related equipment.
- Working knowledge of required tools, specifically: screw drivers, tape measures, pliers, wrenches, hammers, benders, drills, saws, grinders, vacuums, sewer machine, generators, etc.
- Ability to work independently.
- Manual dexterity.
- Good listening skills.
- Basic Math.
- Mechanical aptitude.
- Good organizational skills.
- Working knowledge of necessary trades.

MENTAL REQUIREMENTS:

- Ability to prioritize work projects.
- Ability to understand laws, statutes and ordinances impacting the public buildings division.
- Ability to estimate equipment and supply usage and order replacements based on need and use.
- Ability to use judgement, tact and diplomacy when dealing with co-workers, other city employees and outside contractors.
- Ability to analyze situations and recommend an appropriate action plan.
- Ability to read and comprehend technical manuals that relate to equipment usage and mechanical components.
- Ability to read and understand building plans and specifications.
- Ability to train and guide others.
- Alpha and numeric recognition.
- Mechanical aptitude.
- Ability to analyze safety situations.
- Ability to work under distracting conditions.

PHYSICAL REQUIREMENTS:

- Hand and eye coordination adequate to safely operate hand and power tools appropriate for the job.
- Mobility to travel to all City facilities.
- Ability to visually inspect work sites.
- Ability to communicate work assignments to appropriate personnel.
- Ability to distinguish colors.
- Ability to distinguish smells.

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Freq. - Const.	even and uneven surfaces
Walking	Freq. - Const.	even and uneven surfaces
Sitting	Occasional	motor vehicle operation; automatic transmission
Driving	Occasional	motor vehicle operation; automatic transmission
Bending	Frequent	various postures required to complete requirements
Stooping	Frequent	various postures required to complete requirements
Twisting	Frequent	various postures required to complete requirements
Kneeling	Occasional	various postures required to complete requirements
Squatting	Occasional	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional	various postures required to complete requirements
Ladders	Occasional	various postures required to complete requirements

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Miscellaneous tools	0- 10 lbs.	floor to overhead	variable	occasional	one or two hand lift
Concrete	80 lbs.	floor to waist	variable	occasional	two hand lift
fire extinguisher	35 lbs.	floor to waist	variable	occasional	one or two hand lift
sander / belt sander	13 lbs.	floor to shoulder	variable	occasional	task dependent
shovel with snow	variable	variable	variable	occasional	snow removal
drills	7 lbs.	floor to overhead	variable	occasional	task dependent
sheet rock	182 lbs.	floor to waist	variable	occasional	two person lift
ice melt bag	50 lbs.	floor to waist	variable	occasional	task dependent

** This is a list of observed essential functions on one date only that provides a sample range of occupational requirements; there are other items that are required to be lifted as a requirement of this position. Frequencies will be variable and dependent on the type of work that is required at a given time.*

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Miscellaneous tools	0- 10 lbs.	0- 100 feet	variable	occasional	one or two hand lift
Concrete	80 lbs.	0- 50 feet	variable	occasional	two hand lift
fire extinguisher	35 lbs.	0- 100 feet	variable	occasional	one or two hand lift
sander / belt sander	13 lbs.	0- 100 feet	variable	occasional	task dependent
shovel with snow	variable	0- 20 feet	variable	occasional	snow removal
drills	7 lbs.	0- 100 feet	variable	occasional	task dependent
sheet rock	182 lbs.	0- 500 feet	variable	occasional	two person lift
ice melt bag	50 lbs.	0- 50 feet	variable	occasional	task dependent

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PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
file cabinet	40 lbs.	occasional	two hand push
snow shovel	*	*	to be determined at later date

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OVERLAND PARK

K A N S A S

ABOVE AND BEYOND. BY DESIGN.

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
file cabinet	40 lbs.	occasional	two hand pull
snow shovel	*	*	to be determined at a later date
carpet removal	*	*	to be determined at a later date

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REACHING	DURATION	DESCRIPTION
above shoulder level	Occasional	task dependent
at shoulder level	Frequent	task dependent
below shoulder level	Frequent	task dependent
below waist level	Occasional	task dependent
below knee level	Occasional	task dependent

** Duration is rated on the highest observed required level of performance; certain requirements may be at a lesser level.*

FINE MOTOR	DURATION	DESCRIPTION
Gripping	up to constant	type of job dependent; motor vehicle operation
Pinching	up to constant	type of job dependent; motor vehicle operation
Wrist Flexion & Extension	up to constant	type of job dependent; motor vehicle operation
Wrist Lateral Deviations	up to constant	type of job dependent; motor vehicle operation
Pronation & Supination	up to constant	type of job dependent; motor vehicle operation

** Duration is rated on the highest observed required level of performance; certain requirements may be at a lesser level.*

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