

## Housing Authority of City of Milwaukee

### CLASS SPECIFICATION TITLE: Lead Maintenance Specialist - Developments

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
B	2	4	Non-Exempt	Developments	Housing Manager

**CLASS SUMMARY:**

This position is responsible for leading and/or performing various maintenance and repair tasks of an assigned area. Responsibilities may include monitoring and inspecting staff work; maintaining inventory; and performing various repairs.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1.	Distributes work orders to appropriate staff. Train and coach as needed.
2.	Recommends purchases related equipment and supplies.
3.	Schedules vehicle maintenance; maintains records of completed maintenance.
4.	Inspects buildings to determine maintenance and repair needs.
5.	Inspects completed staff work to ensure proper completion.
6.	Leads and performs various repairs and maintenance on buildings.
7.	Coordinates maintenance work with contractors and vendors to ensure timely completion.
8.	Performs other duties of a similar nature or level.

**TRAINING AND EXPERIENCE** (positions in this class typically require):

Up to one year of specialized or technical training beyond high school; 3-5 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING REQUIREMENTS** (positions in this class typically require):

Licensing Requirements:

- Lead Abatement Certification
- Asbestos Certification
- Valid Wisconsin Driver License

**KNOWLEDGE** (position requirements at entry):

Knowledge of:

- Maintenance and repair processes and procedures;
- Safety and security procedures;
- Applicable federal, state, and local laws, rules, and regulations;
- Related tools, equipment, and materials;
- Techniques of repairing various buildings;
- Methods of inspecting buildings for repair needs;
- Methods of providing work direction;
- Inventory maintenance principles;
- Methods of coordinating maintenance work.

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### **Independent Judgment/Decision Making/Problem Solving:**

Performs tasks and duties under general supervision, using established procedures and some innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.

### **SKILLS** (position requirements at entry):

Skill in:

- Distributing work orders;
- Using tools, equipment, and materials;
- Purchasing equipment and supplies;
- Inspecting buildings;
- Maintaining department records;
- Inspecting staff work;
- Leading and performing various building repairs;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information and to provide work direction.

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: climbing, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, inadequate lighting, travel, and environmental threats.

### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

### **SIGNATURES:**

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
SUPERVISOR