

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Maintenance Lead – Environmental Services

| <u>BAND</u> | <u>GRADE</u> | <u>SUBGRADE</u> | <u>FLSA STATUS</u> | <u>Department</u> | <u>Reports To</u> |
|-------------|--------------|-----------------|--------------------|------------------------|-------------------------------|
| B | 2 | 3 | Non-Exempt | Maintenance Operations | Senior Maintenance Supervisor |

CLASS SUMMARY:

This position is responsible for leading skilled maintenance work of an assigned area and performing maintenance tasks as needed. Responsibilities may include assigning work; maintaining inventory; and performing maintenance tasks.

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

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| 1. | Creates work tickets and assigns staff work in accordance with employee skills and/or maintenance needs. |
| 2. | Purchases related parts and supplies and distributes supplies to staff as needed. |
| 3. | Applies pest control and lawn care treatments to grounds in accordance with environmental guidelines. |
| 4. | Inspects work areas, including: inspecting properties to identify environmental needs; and/or inspecting completed staff work to ensure proper completion. |
| 5. | Coordinates maintenance work, supply deliveries, and other tasks with employees, vendors, and/or contractors to ensure proper completion. |
| 6. | Responds to complaints from customers, residents, and others. |
| 7. | Performs other duties of a similar nature or level. |

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

High School Diploma or equivalent (G.E.D.); up to one year of specialized or technical training beyond high school; 2-4 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:

- Wisconsin Certification Code 7.1
- Wisconsin Certification Code 3.0
- Valid Wisconsin Driver License

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Applicable tools and materials;
- Preparing requisitions;
- Recordkeeping principles;
- Various maintenance techniques;
- Computers and related equipment.

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.

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SKILLS (position requirements at entry):

Skill in:

- Assigning staff work;
- Inspecting work areas;
- Performing various repairs and maintenance;
- Coordinating work of an assigned area;
- Responding to complaints;
- Maintaining files;
- Using computers and related equipment;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, the general public, and others sufficient to exchange or convey information.

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, chemicals, fluids, extreme temperatures, inadequate lighting, 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