



Facilities Electrician/Plumber Lead Job Description

<u>Classification Title:</u>	Facilities Electrician/Plumber Lead	<u>Effective Date:</u>	January 2024
<u>Department:</u>	Facilities	<u>Status:</u>	Non-Exempt
<u>Accountable to:</u>	Facilities Management Crew Supervisor	<u>Pay Plan:</u>	Non-Exempt

JOB PURPOSE AND SUMMARY

An employee in this classification is responsible for leading the work of the journey level (WA EL01/PL01) electricians/plumbers. Responsibilities include monitoring the preventative maintenance program, gathering information for program updates or modifications and conducting inspections according to established procedure. Incumbents provide daily routine guidance to electricians/plumbers through assigning and prioritizing work assignments. The Lead Electrician/Plumber is expected to respond to and resolve technical problems in accomplishing assigned work.

CLASSIFICATION DISTINCTIONS

This is an advanced journey level Electrician/Plumber position with lead responsibilities for journey level (WA EL01/PL01) electricians/plumbers. The lead classification is the highest level in the Facilities Maintenance series. As with the electrician/plumber class, incumbents at the lead level are required to have completed a structured apprenticeship program and possess a current journey level card (WA EL01/PL01). Incumbents assign, coordinate, monitor and evaluate work; provide technical assistance; resolve minor work or personnel problems; and make recommendations to the Crew Supervisor regarding employee evaluation, discipline, training, major job assignments and recruitment selection.

The distinction between the Lead Electrician/Plumber and the electricians/plumbers is that the Lead has on-going, daily responsibility for scheduling advisory and monitoring the work of electricians/plumbers as well as purchasing materials and financial accounting of monthly purchases. The incumbent plans and carries out the work, requiring independent decision making, and is expected to resolve problems, in accordance with the instructions, policies and accepted practices.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES: (Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

- Monitors or assists with the Facilities preventative maintenance program for County facilities, conducting periodic inspections, and determining necessary modifications or updates.
- Determines methods, materials and equipment required for maintenance and repair jobs and arranges for/or assures their availability.
- Advise scheduling work assignments for journey level electricians/plumbers (WA EL01/PL01) in coordination with management staff; inspects completed work for compliance with maintenance procedures; provides performance evaluation recommendations of assigned staff to management; responds to requests for assistance or guidance from assigned employees.
- Performs monitoring of journey level work of electricians/ plumbers and assists with more complicated assignments.
- Assists management staff with prioritizing and scheduling work orders and projects; collects and compiles data to assist in implementing and maintaining the Maintenance Management System for Buildings and for preparation of reports.
- Reads and interprets blueprints and written instructions; confers with supervisor concerning construction, alteration, maintenance, and repair projects; lays out jobs and estimates labor and material requirements, submits material and time estimates on construction, alteration, and repair projects; locates and sources vendors; obtains price quotes.
- Coordinates construction projects with contractors, architects, engineers or other stakeholders. Designs, engineers, and modifies relevant components of remodel projects within County buildings.
- Prepares cost and materials estimates for non-scheduled maintenance work as directed.
- Develops and maintains awareness of new methods and materials for building repair and maintenance.
- Maintains various required records, filings, and reports.
- Performs other duties as assigned; including but not limited to clean up and property flood damage, snow removal, etc.

- Must be able to work independently, or as a team, with minimal supervision and perform tasks in a safe and efficient manner and monitor other journeyman within designated trade and notify the Crew Supervisor of any discrepancies in production or policy infringements.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Methods, tools and materials used in the electrician/plumber trade and in commercial building maintenance and repair; preventative maintenance procedures; codes and regulations applicable to the specialty system and building maintenance in general; purchasing and bid requirements; project coordination and monitoring; computer systems used in building system diagnosis; occupational hazards and safety precautions associated with electricians/plumbers.

Skill to: View, diagnose and repair a variety of complex equipment within the electrician/plumber trade; read building construction plans, blueprints, and equipment instruction manuals; demonstrate sufficient strength, agility and dexterity to perform the work of the position; schedule and assign work to subordinates; prepare cost estimates and bid specifications; maintain accurate records; communicate effectively with others encountered in the course of the work; safely use and care for tools and equipment.

QUALIFICATIONS

- A current General Journeyman Electrical/Plumber License (EL01/PL01) issued by the State of Washington; and,
- Four (4) years paid journey level experience performing skilled building maintenance, construction, or an additional trade; and,
- Two (2) years' experience leading work groups in the completion of projects.
- A valid motor vehicle operator's license and have an acceptable driving record, as outlined in the County's Vehicle Usage policy.
- Ability to pass Sheriff's background clearance prior to employment as required for work performed in the Jail facility.

OTHER REQUIREMENTS

- Must successfully pass a criminal background check which may include national or state fingerprint records check.
- Must complete, pass and maintain required Criminal Justice Information Services (CJIS) training.

- May be required to pass a pre-employment drug test.
- Must have the ability to respond to call-out emergencies when necessary and will be periodically assigned to standby.

WORKING CONDITIONS

- This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force.
- Work regularly requires standing, walking, climbing or balancing, kneeling or crawling, reaching with hands and arms, pushing or pulling and repetitive motions; frequently requires speaking or hearing and using hands.
- Work has standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; and hearing is required to perceive information at normal spoken word levels.
- Work requires visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts within arm's length, operating machinery, operating motor vehicles or equipment and observing general surroundings and activities.
- Work is generally in a loud noise location (e.g. heavy traffic, large equipment).
- Work regularly requires working near moving mechanical parts, working in high/precarious places, working in flooded areas, exposure to outdoor weather conditions and exposure to vibration; frequently requires exposure to fumes or airborne particles and exposure to bloodborne pathogens (may be required to wear specialized personal protective equipment); occasionally requires exposure to toxic or caustic chemicals and exposure to the risk of electrical shock.