

FACILITIES HELPER, LEAD

JOB PURPOSE AND SUMMARY

An employee in this classification is responsible for leading the work of an assigned crew of Facilities Management Helpers, temporary or project Helper employees, as well as performing the typical work assignments of a Helper position. The Facilities Management Helper Lead will report to an assigned Crew Supervisor. Responsibilities include monitoring the custodial maintenance program, gathering information for program updates and modifications, and conducting inspections as needed. Incumbents provide daily guidance to the Facilities Management Helper staff through prioritizing and assigning daily work duties. The Facilities Management Helper Lead is expected to respond to, and resolve, technical problems in accomplishing assigned duties. The work is physically demanding and entails moderate to heavy lifting (50 to 100 pounds). This position is non-represented.

CLASSIFICATION DISTINCTIONS

This is an advanced Facilities Maintenance Helper position with lead responsibilities. The classification is the highest level in the Facilities Maintenance Helper job family. Incumbents at the lead level are required to have good communication skills and prior experience working in a team environment. Incumbents coordinate, monitor, and evaluate work performed by an assigned crew of Helpers; provide technical assistance; resolves minor work problems; performs daily Helper duties; and makes recommendations to the Crew Supervisor as needed. The distinction between the Lead and Helper position is the responsibility of coordinating work assignments of the Helper staff. The incumbents plan and carry out work requiring independent decision making, and is expected to respond to and resolve problems in accordance with instructions, policies, and accepted practices.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES (The listed examples may not include all tasks which may be found in positions of this class.)

- While providing supervision to an assigned crew of Helpers, the Lead position will also perform the typical work assignments of the Helper position.
- Conducts periodic inspections of custodial work performed in County buildings, and makes recommendations as needed.
- Determines methods, materials, and equipment required by the Helper staff to perform work assignments.

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- Provides work coordination for an assigned crew of Helpers, inspects completed work as needed, provides recommendation to the Crew Supervisor, and responds to requests for assistance or guidance from assigned crew members.
- Assist Crew Supervisor with prioritizing and scheduling work orders and projects related to the Helper staff.
- Maintains various required records and reports.
- Performs related duties as assigned.

QUALIFICATIONS

- Four years of general experience in building custodial maintenance.
- Two years of experience working in a team environment to accomplish assigned task and complete projects
- Possess a valid motor vehicle operator's license with evidence of a safe driving record
- Ability to pass Sheriff's background clearance as required for work performed in the Jail detention facility.

Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

Knowledge of: Use of tools and materials used in custodial work and in commercial building maintenance and repair, project coordination and monitoring, safety and accident prevention practices, basic record keeping and reporting methods, and computer usage related to word documents, e-mail, and work order system.

Ability to: Utilize equipment instruction manuals, demonstrate sufficient strength and dexterity to perform the work of the position, coordinate work assignments for assigned staff, maintain accurate records and reports, communicate effectively with others during the course of work duties, and utilize tools and equipment in a safe manner.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Incumbents typically perform physically demanding work involving standing or bending for extended periods of time, climbing ladders, stooping, crawling and working in confined areas, lifting equipment and materials, and working in varied weather conditions. Essential tasks include the use of a variety of hand and electric tools and equipment, county issued computer and

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cell phone, driving various county vehicles, and performing work in potentially hazardous conditions. Incumbents may be asked to respond to after hour's emergency maintenance/repair calls, and will be compensated per county call-back and overtime policy.

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