

MAINTENANCE TEAM LEAD WORKER*

Function of Job:

Under general supervision of designated supervisor, to be responsible for efficiently scheduling and supervising assigned crafts personnel in daily building maintenance operations and projects.

Characteristic Duties and Responsibilities:

1. Plan and direct work of assigned personnel in support of building maintenance operations, repairs and alterations to buildings/structures.
2. Coordinate work of personnel in support of other trades.
3. Advise supervisor of items requiring his/her attention to building systems maintenance and/or personnel.
4. Plan for the acquisition of materials to perform maintenance, repairs and alterations.
5. Assist in the preparation of estimates, reports and requisitions.
6. Coordinate the flow of maintenance requests and other related forms between the shop and the Maintenance Control Center and time keeping records between the shop and the Billing and Payroll operation.
7. Assist with personnel hiring and job performance evaluations.
8. Assure compliance with applicable ADA codes and BOCA codes.
9. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. High school or vocational school graduation and four years in a trade, i.e. carpentry, painting, plumbing/pipefitting or related area.
2. Knowledge of the use of power tools and equipment of the trades.
3. Applicable license for primary trade as required.
4. Ability to read blueprints and lay out construction, remodeling and alteration work.
5. Ability to set-up staging and rigging to safely access difficult locations.
6. Willingness to respond to off-hour calls for emergencies.
7. Supervisory and interpersonal relationship skills.
8. Good communications skills, both oral and written.
9. Valid motor vehicle operator's license.
10. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work with exposure to inclement weather conditions for prolonged periods of time.
11. Must be able to wear and use appropriate personal protective equipment as necessary.

12/21/92

System Approval

12/21/92

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 12/16/81 and revised 3/10/82, 7/29/83 and 12/11/86.