



# MAINTENANCE TECHNICIAN LEAD JOB DESCRIPTION

Job Title: **Maintenance Tech Lead**

Job Class: **TBD**

Pay Grade: **120**

Effective Date: **December 2024**

FLSA: **Non-exempt**

Revision Date: **December 2024**

## NATURE OF WORK

Under general supervision, plans, coordinates and oversees the repairs and maintenance activities of Lewis County buildings, structures, fairgrounds, parks, and venue locations. This includes leading, organizing, scheduling, coordinating, and overseeing maintenance needs and requests, construction needs and projects, participates in overseeing and coordinating facilities maintenance and improvement projects; and leads assigned personnel.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists the Facilities Operations Manager in leading and coordinating the maintenance of Fair and Events buildings, grounds, parks, property, parking lots and/or other facilities.
- Ensures the proper maintenance of parks, park equipment, structures, furnishings, foundations, roofs, structure, electrical, plumbing, and water, septic and security systems.
- Prioritizes, schedules and coordinates maintenance work; prepares and maintains work order documentation; tracks work orders through to completion.
- Leads and evaluates the performance of assigned personnel; provides safety and/or other types of training to staff.
- Monitors staff for compliance with Lewis County Facilities Department policies, procedures, regulatory requirements, and safety practices.
- Provides maintenance support and labor for the annual Southwest Washington Fair; coordinates with Fairgrounds staff, departments, and volunteers regarding maintenance requirements.
- Coordinates with and provides maintenance services and support to Fairground renters and exhibitors; organizes and participates in the set up and break down of all interim events.
- Monitors the quality and progress of work performed by departmental staff and volunteers.
- Participates in planning, coordinating, scheduling and leading construction and/or remodeling projects.
- Investigates complaints and requests for building and grounds maintenance work from staff and the general public as needed; conducts site inspections and determines the extent of the need for maintenance and repair work.
- Prepares and updates the Fairground's utility maps; maintains current and accurate documentation in relation to all water lines, electric lines, sewers, and building dimensions.
- Coordinates with state, county, and/or city inspectors as required.
- Ensures projects are completed in accordance with project timelines, specifications and standards.
- Purchases/Orders department equipment and supplies; providing coded receipts to accounting.
- Prepares and maintains recordkeeping for projects and staff.
- Coordinates the water testing as required.
- Coordinates chemical safety needs and requirements.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in and around County facilities, parks, and grounds, involves exposure to variable weather conditions, electrical currents, hazardous materials and chemicals, and machinery with moving parts; subject to standing, walking, bending, reaching, kneeling, crouching, operating equipment, and lifting of objects up to 75 pounds. Individual must pass fitness test. Work schedule subject to change. Odd hours, nights, and weekends may be required.

**EMPLOYMENT STANDARDS:**

High School Diploma or G.E.D. equivalent; AND five (5) years' experience in building construction, grounds and facilities maintenance, and leading team members is preferred.

Depending on area of assignment, a Forklift Certification, Pesticide Applicator's License, CAT 5 Certification, First Aid/CPR Certification, and certification as a Certified Water System's Operator may be required. Play Equipment Maintenance Certificate desired.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Principles and practices of buildings, grounds and facilities maintenance.
- Facilities, Fairgrounds, and Parks maintenance operations, policies, and procedures.
- Regulations and standards governing the maintenance of public facilities.
- Facilities maintenance equipment/tools and methods of operation.
- Basic mechanics for vehicles, machinery, and equipment.
- Occupational hazards and safety practices relative to construction concepts such as electrical, plumbing, carpentry, construction, and property maintenance.
- Computer systems and operating software.

**Skills in:**

- Leading, and delegating tasks.
- Coordinating and performing a variety of new construction and remodeling projects.
- Lead and oversee maintenance and improvement projects.
- Ensuring the County's facilities, buildings, and equipment are safely and properly maintained.
- Ensuring the safe operation and maintenance of play equipment, structures, systems, various types of tools vehicles, and heavy equipment.
- Establishing and maintaining effective working relationships with other staff, County departments, contractors, vendors, public, and outside agencies.
- Computer and Microsoft software products.
- Communicating effectively verbally and in writing.