

MAINTENANCE CREW LEADER

GENERAL STATEMENT OF DUTIES: Performs a wide variety of building maintenance tasks; works under general supervision; performs related duties as required; guides staff and assigns work orders to Maintenance Mechanics within the department; works hand in hand with supervisors on work assignments, planning and scheduling.

STATEMENT OF TASKS:

Repairs office furniture and other office equipment;
Performs rough and finish carpentry and painting on County facilities and equipment;
Services, repairs and installs HVACR systems Including boilers and chillers;
Services, repairs and installs plumbing;
Services, repairs and installations of mechanical equipment;
Services, repairs and installs electrical systems;
Monitors computerized temperature control systems;
Assigns work to lower-level Maintenance Mechanics, Trades Helpers and/or prisoners;
Provides training in the proper methods to carry out maintenance assignments;
Inspects work to assure proper installation, maintenance and repair of buildings and equipment. Requisitions and/or purchases supplies, materials, tools, machine parts and other necessary equipment;
Prepares material and labor estimates to assure proper purchasing and distribution;
Maintains records and prepares reports related to the work regarding equipment, supplies and materials;
Prepares written reports on projects and equipment conditions. Ensures the proper use, care and storage of tools and equipment.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of power and hand tools used in building and equipment maintenance;
Good knowledge of carpentry, painting, plumbing, HVACR and electrical trades;
Ability to operate power equipment safely and effectively;
Ability to use tools safely and effectively;
Ability to understand and follow complex oral and written instructions;
Ability to work with a minimum of supervision;
Ability to utilize a computer for areas such as but not limited to work orders, temperature control systems, communications, etc.
Ability to attend work regularly and work under stressful conditions.
Ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

MINIMUM QUALIFICATIONS:

Five (5) years as Maintenance Mechanic II for Genesee County Facilities and Operations **-AND-** Possess EPA type I & II or type III (universal) **-AND-** Possess certification in HVAC, Plumbing or Electrical.

SPECIAL REQUIREMENTS:

Must possess a valid Michigan driver's license.
Must have the ability to pass a Fit Test for PPE (Personal Protection Equipment).

PHYSICAL/ADDITIONAL REQUIREMENTS:

May be required to work on buildings and equipment containing ACM's (Asbestos Containing Material) on maintenance related issues.

Human Resources Director

Established: February 2024