



JOB TITLE: LEAD WORKER - SERVICES

Classification: Classified
Salary Range: 41

Retirement Type: PERS*
Board Approved: November 20, 2000

BASIC FUNCTION:

Assist the Facilities Services Supervisor by providing work direction and training to assigned staff and order and maintain supplies, tools and equipment.

REPRESENTATIVE DUTIES:

Provide work direction to designated staff.

Provide training to designated staff related to facilities procedures and methods.

Order and maintain materials related to designated maintenance activities according to established guidelines and procedures.

Maintain accurate records.

Perform related duties as assigned.

In addition to the above, the duties described on one of the following job descriptions: Carpenter, Locksmith, Painter, Plumber or Welder.

JOB QUALIFICATIONS:

Education and Experience:

The education and experienced described on one of the following job descriptions: Carpenter, Locksmith, Painter, Plumber or Welder.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Interpersonal skills using tact, patience and courtesy.

Factors influencing maintenance priorities and scheduling.

Training methods.

Purchasing and inventory methods and procedures.

In addition to the above, the knowledge described on one of the following job descriptions: Carpenter, Locksmith, Painter, Plumber or Welder.

Abilities/Skills:

Quickly learn and apply rules, regulations, and procedures involved in assigned activities.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Train and provide work direction to others.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

In addition to the above, the abilities described on one of the following job descriptions: Carpenter, Locksmith, Painter, Plumber or Welder.

Licenses or Other Requirements:

Possess a valid California driver's license.

WORKING CONDITIONS:

The working conditions described on one of the following job descriptions: Carpenter, Locksmith, Painter, Plumber or Welder.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.