



City of Irving Job Description

Facilities Crew Leader

FLSA Status:	Non-Exempt	Job Department:	Capital Improvement Program (CIP)
Job Code:	B302	Reports To (Job Title):	Facilities Operations Supervisor

PURPOSE

Supervise and coordinate Facilities operations with an assigned section, which includes planning, assigning, and evaluating work, as well as, coordinating and/or performing the installation, maintenance, service, and repair of building facilities. In addition, this position provides personnel oversight and ensures crew safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Establish schedules and methods for performance of assigned outcomes, which includes planning and prioritizing work; Inspect work and facilities and corrects deficiencies when necessary.
- Supervise staff members, which includes assigning work, approving leave request (within policy guidelines), evaluating all regular work performance and correcting any deficiencies, and participating in interviewing and hiring.
- Supervise the maintenance and repair of equipment within assigned section.
- Maintain records of time, material, and equipment use; enter payroll information into City software and/or using automated work-order system; and, review daily work sheets of jobs and materials used.
- Purchase necessary equipment and supplies according to City regulations.
- Ensure proper care of equipment, vehicles, and tools, which includes troubleshooting and diagnosing equipment malfunction and performing preventative maintenance and repairs.
- Ensure the safety of assigned crew, which includes erecting appropriate work barricades; attending safety classes for first aid, defensive driving, and CPR; and, removing obstacles and barriers that present safety hazards to work crew and public.
- Supervise, provide, and/or coordinate the training of new hires and the cross-training of current employees.
- Prepare reports; Answer questions and provide information to the public, which includes investigating requests and complaints.
- Respond to after-hours callback for emergency conditions.

In addition, coordinate the performance of service, installation, repair and maintenance duties, directly and/or by assigned crew, as relates to the following:

- **Control Circuits:** Energy Management Systems, thermostatic controls, variable frequency drives, damper controls, valve and pump controls, primary low voltage and line branch circuit controls for system operations of HVAC, electrical and fire protection equipment; also, HVAC, lighting, alarm, automatic door control, pumps, and fans.
- **Refrigerant Management:** Supervise the correct method of recording the installation, recovery and disposal and storage of all CFC, HCFC and HFC refrigerants used in all City facility HVAC and refrigeration equipment.

- **HVAC Service and Repair:** Diagnose the low and supply voltage electrical diagnosis and repair requirements, plumbing installation and repair and refrigerant installation, removal and repair requirements in chillers, VAVs, rooftop units, server room systems, heat pumps, package and split systems, automated valve systems, safety related devices such as electrical, pressure and temperature sensitive overloads or limits.
- **HVAC Equipment Installation:** Determine the correct size and install or supervise the installation of rooftop units, split systems, MRAC units, Wall Pack systems, mini-split systems water and air-cooled chillers, geothermal systems, gas and electric heating systems, boilers, pumps, valve assemblies and associated controls in a manner that meets Federal, State and Municipal codes to provide the correct temperature and humidity control for human comfort, equipment protection in critical and non-critical facilities, communication equipment, police property, and food and perishable storage.
- **Electrical wiring circuits:** Low voltage AC and DC, line voltage circuits 1 phase and 3 phase including 120v, 208v, 240v, 480v Delta and Wye circuits supply and branch circuits for remodel and/or new construction, all HVAC equipment, all electrical equipment including server racks, car chargers etc., devices including switches, receptacles, door controls, and light fixtures.
- **Transformers:** Control transformers for alarm systems, HVAC controls, and lighting systems, as well as, 1 phase and 3 phase transformers for service panels, pumps, gate operators.
- **Panels and Disconnects, Generator Transfer Switches:** Distribution and sub-panels, service disconnects, lighting panels, and transfer switches.
- **Gate operators:** Capacitors, solenoids, circuit boards, fuses, timers, AC and DC single and multiphase motors, as well as, transmissions, drive train assembly, and electric motors.
- **Lighting and Disposal:** Supervises the correct method of recording the recovery, storage and disposal of waste product associated with lighting, HVAC and fire protection including mercury and phosphorous infused lamps and thermostats, lead and/or fluid filled batteries, bitumen ballasts, oil and PCB laden capacitors and starters.
- **Lighting Panels:** Installation, repair and programming digital and mechanical relays, timers, circuit boards, internal and external wiring assemblies, component hardware.
- **Generators:** Secure temporary emergency connections to critical facilities in case of power outages.
- **Solar Arrays:** Solar panel assessment for replacement, repair, alignment, monitoring, inverter assessment and monitoring.
- **Potable Equipment Installation:** Water heaters, water fountains, filtering systems, backflow (RPZ) valves, bathroom fixtures, showers and eye-wash stations, and all water piping.
- **HVAC Equipment:** Hand and automated valve assemblies, pumps and circulation equipment, chiller and boiler piping, condensate drains and piping, and venting assemblies, including direct and sealed combustion.
- **Non-Potable Equipment:** Pressure washers, lift station pumps, piping, valve assemblies and controls. Fixed and portable pump assemblies including intake, discharge, drain guard and grate covers, roof and field drains, and sanitary sewer piping.
- **HVAC Maintenance:** Water treatments for bathroom appliances, sewer line treatment and/or rooting, piping assembly material assessment for repair, replacement or upgrades. Assure that all facility water supply backflow systems are tested annually and approved through the City's Environmental Compliance.
- **Construction and Estimating:** Estimate cost and material requirements as well as install and/or supervise the installation of all construction projects. This may consist of the design and installation of framing members, walls, windows and glass assemblies, doors, frames, storefronts, mechanical hardware, ceiling assemblies including finished drywall, grid and tiles, all types of flooring, lighting, electrical wiring and devices, communication wiring, wall finishing and cabinetry.
- **Flooring Installation and Maintenance:** Perform service, installation and/or repairs on all facility functions and all types of flooring, including, masonry, wood, PVC, LVT, VCT, and carpets of all types.
- **Doors:** Including swing and sliding systems with mechanical and electrically initiated latches, lock-sets, hinges, panic hardware, closers locksets and keyed systems.

- **Wall and Ceilings:** The installation and finishing of materials, which include paneling, drywall, masonry, acoustic materials, and suspended and track ceiling.
- **Wall covering:** Determine the requirements for paint, acoustic finishes, wall paper and vinyl finishes, masonry and wood applications.
- **Direct Contractors and Provides Estimates:** Direct contractors in areas of installation, service and repair of mechanical, electrical, plumbing and structural installations and facility upgrades. Provide accurate estimates for any construction project, installation, service and/or repair performed by Building Services.

OTHER DUTIES AND RESPONSIBILITIES

- Maintain inventory of supplies.
- Perform related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 4 - 14 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

City issued P-card.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of 12th grade plus some related college or vocational training.

EXPERIENCE

- At least three (3) years of applicable mechanical and maintenance experience demonstrating the broad variety of repair capabilities required, with at least one (1) year of lead experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, is required.
- Certain assignments require additional certifications.

KNOWLEDGE OF

- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation & discipline.
- Office / Industry Software: Current word processing, presentation, spreadsheet, and database programs used by the City, as well as geographic database software; particularly, this includes Word and Excel.

SKILLS AND ABILITIES IN

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of those under one's direction.
- Service Orientation: Actively looking for ways to help people.
- Planning: Sensing the environment and setting goals and objectives.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Judgment and Decision-making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Reaction Time: Quickly responding (with the hand, finger, or foot) to signals (sound, light, picture, and so on).

GUIDANCE RECEIVED

General Instructions and Established Precedent/Procedures

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

CONTACTS

This employee interacts with residents, businesses/vendors, visitors; and, police, fire, other city departments.

EQUIPMENT AND PROPERTY

Various powered tools, hand tools, test equipment, gauges, etc. and automobile. Also, cellular phone, computer, Office workstation and operates City vehicles.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is constantly required to grasp, listen, reach, and see. Frequently, s/he is required to balance, carry, drive a vehicle, sit, stand, stoop, talk, and walk. Occasionally, s/he is required to climb, lift up to 100 pounds, kneel, and push or pull. Rarely, s/he is required to crawl and run. Constantly, s/he is required to smell.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee is constantly exposed to extreme vibrations, blood-borne pathogens, confining work spaces, dirty environment, electrical hazards, moving mechanical parts, toxic or caustic materials, and air contamination. Frequently, s/he is exposed to extreme temperature or weather conditions. The noise level in the work environment usually is Loud. This job requires the employee to perform duties or make decisions directly affecting the safety of others. Regularly, s/he is exposed to noise, and/or traffic hazards.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.