



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

<b>Job Title: Facilities Maintenance Crew Leader</b>	<b>Job Code: _____</b>
<b>Reports to: Facilities Maintenance Supervisor</b>	<b>FLSA Status: Non-Exempt</b>
<b>Department: Facilities Maintenance</b>	

*Class specifications are intended to present a descriptive list of the range of duties employees perform in the class. Specifications do not reflect all duties performed within the job.*

### **Position Overview:**

This classification aims to plan, supervise, and direct correctional employees, including inmates, engaged in maintaining and repairing County facilities. Employees in this classification supervise inmate work crews involved in preventive and routine maintenance of County facilities, equipment, and special projects, including painting, plumbing, electrical, carpentry, grounds, etc.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS\*\*):**

*The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Ensure repairs/projects are planned, coordinated, and completed safely and on time.

Completes periodic maintenance and repairs; maintains related records; prepares maintenance schedules; recommends repairs and/or contacts requisite vendors to the Maintenance Supervisor as needed.

Prepares various forms, reports, correspondence, or other documentation as needed.

Drives county vehicles in the completion of tasks.



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

**Job Title: Facility Maintenance Crew Lead**

**Job Code** \_\_\_\_\_

Works with county staff on the completion of daily tasks as required.

Communicate with the Supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review work status, exchange information, or resolve problems.

Responsible for building, maintaining, and coordinating projects as assigned, and is responsible for the care and maintenance of an inmate crew not to exceed four County Inmates.

### **ADDITIONAL FUNCTIONS**

Assists other employees or departments as needed.

Loads and unloads trucks, stores equipment, supplies, and other materials.

Will be on night callout rotation for night and weekend emergencies.

Performs other related duties as required.

### **Minimum Qualifications**

Vocational/Technical degree with training in building construction. Electrical, and HVAC maintenance and repair; supplemented by three (3) years previous experience and/or training that includes building maintenance and repair; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

### **PERFORMANCE APTITUDES**

#### **Data Utilization:**

It requires the ability to calculate and/or tabulate data, including performing subsequent actions related to these computational operations.



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

<b>Job Title: Facility Maintenance Crew Lead</b>	<b>Job Code</b> _____
--	-----------------------

### **Human Interaction:**

Requires the ability to apply principles of persuasion and/or influence.

### **Equipment, Machinery, Tools, and Materials Utilization:**

It requires the ability to operate and control the actions of equipment and machinery, as well as monitor, adjust, regulate, and/or set multiple conditions.

### **Verbal Aptitude:**

Requires the ability to utilize various reference and descriptive data and information.

### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

### **Functional Reasoning:**

Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

### **Situational Reasoning:**

Requires the ability to exercise judgment, decisiveness, and creativity in situations involving various generally pre-defined duties often characterized by frequent change.