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| | | ISSUED: <u>3/01</u> |
| | | & 8/99 |
| | SALARY | CLASS |
| TITLE: <u>Maintenance Team Leader</u> | SCHEDULE: | CODE: <u>SK619</u> |
| | SALARY | EEO |
| UNION: <u>Detroit Building Trades & Construction</u> | GRADE: _____ | CODE: <u>60</u> |
| <u>Trades Council</u> | | E- |
| | FLSA: <u>Non-Exempt</u> | CLASS: <u>SK</u> |

POSITION PURPOSE

Serve as maintenance building trades team leader providing hands-on leadership over a team of multi-skilled facility management trades personnel responsible for the operation, repair and maintenance of facility components and systems. Perform a variety of different tasks in order to maintain and modify university facilities and structures utilizing a wide range of techniques and equipment.

ESSENTIAL JOB FUNCTIONS

- Provide work leadership and training to teams of multi-skilled trade personnel in the repair, maintenance and alteration of university facilities and equipment. Review and prioritize projects and work assignments as requested by management. Oversee, inspect and monitor work assignments to ensure quality of workmanship and timely completion.
- Use hand and power tools and equipment to perform work assignments. Ability to access areas needing attention and maneuver tools and equipment to reach a variety of angles and heights; maintain safe working conditions at all times by using equipment properly and taking necessary safety precautions given any environmental condition; transport and work with heavy tools and equipment at job sites; work and direct work from blueprints, drawings and/or personal instruction.
- Participate in a variety of different tasks and responsibilities utilizing a wide range of tools, equipment, systems and techniques appropriate for the specific trade affiliation. Troubleshoot and resolve problems relating to the repair, maintenance and alteration of university facilities and equipment.
- Oversee and monitor equipment and supply inventory; review requests and order supplies upon management approval. Prepare accurate estimates of labor costs for the repair, maintenance and alteration of university facilities and equipment. Access condition of facilities and job sites needing attention; identify problems and deficiencies; and recommend corrective action as needed.
- Maintain records and logs of work assignments and services; prepare progress reports to management personnel as needed.
- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

MINIMUM QUALIFICATIONS

- Possession of an authorized journeyman's license or master license as a trades person where applicable.
- Supervisory experience.
- Strong organizational and technical skills.
- Strong analytical and problem solving skills.
- Ability to communicate effectively with others.
- Ability to read and interpret blueprints and/or other technical guides.
- Ability to properly transport, maintain and operate a full range of hand and power equipment and tools, materials and supplies.
- Ability to access equipment and materials located a varying heights from below ground to several stories high and in confined areas.
- Ability to perform work in a variety of physical positions.
- Possession and maintenance of a valid Michigan vehicle operator's license and satisfactory driving record as determined by University policy.
- Ability to work in varying environmental and possibly hazardous working conditions utilizing appropriate safety precautions.
- Typically, incumbents have worked in an office setting, providing clerical support.