

INSTITUTION MAINTENANCE LEAD WORKER

KIND OF WORK

General direction of repair, maintenance, and minor construction work on buildings and other structures.

NATURE AND PURPOSE

An employee in this class directs groups of inmates and patient workers engaged primarily in the repair, renovation, and general maintenance operations of state buildings and other structures and in minor new construction. The incumbent may exercise minor management responsibilities for the proper maintenance of buildings, purchasing of materials, and labor direction of personnel, and the preparation of sketches and plans. Employees participate in various phases of their work in the capacity of a leadworker in more than one skill. The incumbent instructs inmate and patient workers in the building trades.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Directs and trains inmate and patient workers in the building trades.

Participates in various phases of the work in progress.

Plans and lays out work and keeps records of time, work, and material used.

Makes sketches and prepares estimates and requisitions for materials.

Makes inspections of buildings and other structures and recommends improvements or repairs.

Leads a group of inmate or patient workers involved in maintenance and upkeep of grounds or buildings.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of the methods, practices, equipment and material used in the maintenance of construction of various types of buildings.

Some positions may require thorough knowledge of the operation and maintenance heating and other power plant equipment.

Ability to:

Lay out, coordinate, and direct the work of groups of craftsman, helpers, laborers, and other maintenance personnel to procure efficient results.

Make simple sketches and computations.

Maintain work records, to make reports, and to assist in computing maintenance cost.

Est.: 7/81
Rev.:
Ckd.: 11/92

T.C.:
Former Title(s):