



Buildings, Grounds & Fleet Maintenance Lead

DEPARTMENT: Buildings, Grounds & Fleet Maintenance **REPORTS TO:** Buildings, Grounds & Fleet Supervisor

SCHEDULE: Monday-Friday, 8:00am-5pm
 (may have some flexibility with hours)

Position Summary

The Buildings, Grounds, and Fleet Crew Lead is responsible for assigning and contributing to tasks for daily and preventative maintenance and housekeeping tasks at all District facilities and grounds, light and heavy vehicles, and light and heavy equipment. Additionally, this position contributes to regulatory compliance and efficient operations of the District.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Oversees, assigns and contributes to the daily and preventative maintenance for District facilities and equipment
- Oversees, assigns and contributes to regular housekeeping duties
- Responds to buildings, grounds and fleet equipment related service calls
- Reviews and records data in the work order and maintenance programs to ensure routine preventive and emergency maintenance is completed
- Interacts and coordinates with various contractors, vendors, and agencies
- Assists in the reviewing and maintaining current manuals and blueprints
- Ensures the coordination of meeting room set-ups
- Oversees, assigns and contributes to light snow removal duties
- Oversees, assigns and contributes to light buildings, grounds, and fleet maintenance
- Inspects and evaluates mechanical aspects of the buildings, grounds, and fleet department
- Understands the methods and principles of light building and grounds maintenance
- Follows procurement processes and procedures
- Must be available for calls and after-hours emergencies
- Reviews and documents Building and Grounds Technicians performance
- Ensures compliance of company policies, including but not limited to safety concerns and incident reporting
- This description describes only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department

Required Education and Experience

- High School Diploma or GED
- Experience in maintenance, electric, plumbing or related field
- Experience with hand tools and heavy equipment (i.e. operating backhoes, skid steers, bucket & crane trucks)

Licensing/Certifications:

- Valid Driver's License
- Class A CDL preferred or ability to obtain CDL within 6 months

Additional Skills

- Ability to maintain effective, fair, cooperative, collaborative and respectful relationships with internal and external colleagues, peers, work teams and workgroups
- Ability to troubleshoot unique problems
- Ability to read blue prints and schematics
- Ability to manage multiple tasks and prioritize appropriately
- Experience working with Microsoft Office programs

Work Environment and Physical Demands

This job requires climbing, balancing, stooping, kneeling, crouching, crawling, pushing, reaching, standing, sitting, lifting, talking, hearing and repetitive motions. Heavy Work: exerting up to 50 pounds. Environmental conditions: subject to extreme heat, cold, humidity, wetness, noise, and vibration. Hazardous conditions: moving parts & equipment/tools, hazardous chemicals, low voltage electricity and working alone.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Northern Kentucky Water District employs qualified persons in all jobs in a manner which will ensure equal employment opportunity, as well as administer personnel actions in a manner as to not discriminate against any person on the basis of race, religion, national origin, age, sexual orientation or disability

TO APPLY:

If you have an interest in the above named position, and you meet the listed qualifications, please complete and submit an application form which is available at www.nkywater.org or in person at 2835 Crescent Springs Road, Erlanger, KY 41018. Applications may be submitted by email to hr@nkywater.org or mailing to 2835 Crescent Springs Road, Erlanger, KY 41018.

The Northern Kentucky Water District is an Equal Opportunity Employer/Minorities/Females/Disabled/Veterans.

Posting Date: February 6, 2019