

**ELECTRICAL AND HVAC  
FACILITIES LEAD WORKER**

**Definition:**

Under general supervision, performs a variety of both skilled and general duties involved in the testing and repair of plumbing, electrical, air conditioning, heating, ventilation, carpentry, and telemetering equipment; leads and assists in the supervision of ~~a small or medium size crew~~ crews performing plumbing, electrical, air conditioning, heating, carpentry and related work; and performs related work as required.

**Essential Duties and Responsibilities:**

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Leads~~The essential duties and responsibilities of the class include the following:~~

~~Assigns, trains, coordinates, checks and participates in the work of assigned crews involved in the construction, maintenance, remodeling and repair of plumbing, electrical and air conditioning equipment for City buildings/facilities to include pumping stations, heating, ventilation, carpentry and telemetering stations, control stations and irrigation equipment.~~

~~Assigns, coordinates, checks and participates in the construction, maintenance and repair of lighting for City streets, parks, airport buildings assists workers in solving problems and facilities performing complex or technical tasks.~~

~~Leads members of a small to medium size crew involved in the construction, maintenance and repair of electrical and air conditioning equipment.~~

~~Directs, trains and schedules assigned employees and reviews time cards.~~

Determines service priorities, assigns work orders, maintains records, drawings and work requests; attends and coordinates job walks.

~~Demonstrates safe work procedures and equipment operation.~~

Contacts vendors for estimates.

Inspects work in progress and upon completion for conformity with quality, safety, efficiency and cost standards.

Checks and approves ~~electrical and HVAC~~ blueprints, schematics and working drawings.

Establishes and evaluates preventative maintenance schedules for plumbing, electrical, HVAC, building facilities and related equipment.

Reviews and approves orders for materials, monitors expenditures and may make budget recommendations.

Prepares ~~activity, safety and inspection~~monitors a variety of reports and ~~inspects attendance, inventory and material usage~~ records.

Reviews and recommends equipment for energy conservation.

Operates a personal computer to input data, prepare reports and operate the energy management system of selected City buildings.

Performs ~~lower-level~~ duties in the absence of or unavailability of ~~electrical/conditioning/HVAC~~ staff, including the installation of new equipment and preventative maintenance.

May assist in employee performance evaluations.

Cleans and maintains tools and equipment.

Lifts and/or moves heavy objects.

Drives a vehicle on City business.

#### **Other Duties and Responsibilities:**

— Performs other projects/tasks related duties as assigned.

#### **Class Characteristics:**

The ~~Electrical and HVAC Facilities~~ Lead Worker is a ~~single incumbent class~~classification within the ~~Maintenance Services~~Public Works Department with duties related to plumbing, electrical and HVAC, and carpentry construction, maintenance and repair. The incumbent is responsible for the coordination of a work crew and implementing safety, quality and production standards. The incumbent exercises a substantial degree of responsibility and independent judgment, performs assigned duties with a minimum of direction/supervision and is expected to solve work related problems independently.

#### **Contacts and Relationships:**

~~The Electrical and HVAC Lead Worker has contact with the public and public representatives during the course of certain work assignments and establishes and maintains contact with other Maintenance Services Department staff and staff in other City Departments.~~

Bargaining Group: FMEF

#### **Qualification Guidelines:**

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The following generally describes the knowledge and abilities which are ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties and responsibilities of this class are as follows:

**Knowledge of:**

—Principles, methods, practices, procedures, materials, equipment and techniques associated with electrical and electro-mechanical equipment, and the digital circuitry and computer logic of heating ventilation and air conditioning systems.

—State and local electrical, building and mechanical codes.

~~—Computer applications as they relate to area assigned.~~

—~~Basic crew~~Crew leadership/directional techniques.

—Safety precautions and practices necessary when working with hand and power equipment applicable to the area assigned.

English usage, syntax, spelling, grammar, vocabulary and punctuation.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Agency staff.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**AND**

**Ability to:**

~~—Train and direct a crew performing electrical/HVAC work.~~

—Plan, organize, train and coordinate the work of assigned staff; effectively provide staff leadership and work direction.

—Communicate effectively—clearly and concisely, both orally and in writing-, using appropriate English grammar and syntax.

Demonstrate safe work procedures and equipment operation.

Understand and carry out oral and written directions.

Read and write at the level required for successful job performance.

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Establish ~~and~~, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Exercise independent judgment.

Read and interpret blueprints, diagrams and work specifications.

Prepare maintenance schedules and reports.

Physically inspect work areas in progress and upon completion.

~~Use a computer and applicable software.~~

Write basic reports, record data and transfer data from one form to another.

Handle job stress and maintain composure in public settings.

Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.

**Education and Experience:**

Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the **knowledge and abilities is as follows** required qualifications would be:

**Education:** ~~Graduation~~ Equivalent to graduation from high school. Journey-level training, certification or course work in plumbing, electro-mechanical, electronic, heating, ventilation and air conditioning practices and operations is desirable.

**AND**

**Experience:** Four years of journey-level experience in the maintenance and/or repair of varied types of plumbing, electrical and/or HVAC equipment.

**Special Requirements:**

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work a flexible schedule to accommodate City needs, including overtime, weekend, holiday and must be available for callbacks.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

**Physical Tasks and Working Conditions Include the Following:**

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Work is performed indoors in an office, indoors on site and outdoors as needed. Indoor office work requires sitting at a desk or table for periods of time and the use of a computer and screen. When work is performed outdoors, there is full exposure to the elements. The incumbent uses variety of hand and power tools, ~~stands and walks on level and uneven/slippery surfaces, sits, kneels and~~

~~crouches, twists, climbs ladders and inclines, reaches, bends, crawls, pushes, pulls, grasps, lifts and carries items weighing 75 pounds or less. The incumbent drives a vehicle on City business, works in confined spaces and may be exposed to grease, oil, fumes, various refrigerants, dust, electrical hazards and vehicle traffic. ~~The Electrical and HVAC Lead Worker~~The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.~~

**Special Requirements:**

~~Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position.~~

~~Appropriate equipment certification as required by applicable laws.~~

~~Must be able to work a flexible schedule to accommodate City needs and must be available for callbacks.~~

**Fair Labor Standards Act Designation:** Non-exempt.

Revised November 2024 including title change from Electrical and HVAC Lead Worker

Revised May 2001

Revised August 1995