Maintenance Crew Leader

JOB PURPOSE

Participate in and schedule, plan and direct the work of workers engaged in maintaining buildings and facilities.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Participate in and oversee the work of workers engaged in maintaining buildings and facilities including carpentry, plumbing, HVAC, electrical, locksmith, abatement work, painting, building controls, etc.

Plan, schedule and direct the work of maintenance staff and evaluate quality of work. Distribute work assignments and assists workers with maintenance and repair activities.

Assess material and labor requirements. Procure equipment, tools and other necessary items for projects and ongoing maintenance needs.

Serve as liaison to departments, faculty, staff, physical plant management and outside contractors.

May either independently or in conjunction with manager, participate in interviewing/hiring, employee training and performance evaluation, corrective action or termination.

Performs other general building maintenance as necessary.

Drives vehicle if needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of materials, methods, and the tools used to perform maintenance and repair of buildings and facilities.

Knowledge of multi-craft maintenance in carpentry, electric, heating/cooling, and plumbing.

Knowledge of applicable building codes, regulations or ordinances.

Ability to read and interpret drawings, blueprints and/or schematics.

Ability to use a computer.

Ability to work in safe and efficient manner.
MINIMUM REQUIREMENTS

**Education:** High school diploma or GED.

**Experience:** Certificate in relevant DOL apprenticed trade OR five years verifiable journey level experience.

**Licenses:** Valid driver’s license and ability to be insured by Indiana University. May be required to acquire and maintain a material-specific abatement certification, supervisor certification or other required certifications.

PHYSICAL REQUIREMENTS

Standing, walking, driving, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs multiple times per shift, fingering, talking, hearing, and seeing.

WORKING CONDITIONS

Most time spent indoors but possible exposure to extreme hot or cold temperatures for one hour plus when working outdoors. Possible exposure to distracting/uncomfortable noise levels, and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.