



JOB DESCRIPTION

Job Title: Lead Worker / Contracts

Program: Employment Services

Reports to: Project Supervisor

FLSA: Non-Exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended as a complete list of all responsibilities, duties and skills required of personnel so classified

SUMMARY:

The Lead Worker performs maintenance duties as directed by the Project Supervisor (80% direct labor and 20% supervision). The Lead Worker hours are dependent upon contract requirements and may vary from twenty to forty hours per week. Must be available to work all possible shifts including weekends. May be assigned, on a temporary or recurring basis as a relief or replacement Project Supervisor.

DUTIES AND RESPONSIBILITIES:

1. Assists the Project Supervisor, as needed with assignment of consumer/employee job responsibilities.
2. Assist the Project Supervisor, as needed in training of employees.
3. Ensures completion of nightly maintenance work.
4. Supervises overall maintenance crew production, maintains work records and prepares time sheets in the absence of the Project Supervisor.
5. Assures maintenance duties are performed as prescribed in the Performance Work Statement (PWS) and that quality control measures are implemented.
6. Insures maintenance of assigned vehicle to include vital fluid, instrument and accessory checks. Maintains first aid and winter emergency equipment in vehicle. Immediately reports problems to Contract Manager.
7. Ensures proper transportation of contract employees.

MINIMUM EDUCATION AND EXPERIENCE:

1. High School Diploma or G.E.D.
2. One-year custodial/maintenance experience.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Available to work all possible shifts including weekends. Demonstrate leadership skills and ability to train and supervise employees. Requires occasional overtime.

LICENSES/CERTIFICATIONS REQUIRED:

Alaska Driver's License
Certification in Adult CPR
Certification in First Aid

IMMUNIZATION REQUIRED:

Annual PPD Test
Hepatitis B immunization (or) Waiver

WORKING CONDITIONS:

Light Work: Exerting up to 40 pounds of force occasionally and/or a negligible amount of force constantly to move objects.

PHYSICAL EFFORT:

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like; using feet and legs and/or hands and arms. Body agility is emphasized.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.

Stooping: Bending body downward and forward by bending spine at the waist.

Crouching: Bending the body downward and forward by bending leg and spine.

Reaching: Extending hand(s) and arm(s) in any direction.

Standing: Particularly for sustained periods of time.

Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forwards, downward or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.

Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.

Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.

Driving: Minimum standards required by State Law (including license).

ENVIRONMENTAL CONDITIONS:

Worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
Worker is subject to outside environmental conditions: No effective protection from weather.
Worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level. Worker is subject to atmospheric conditions: One or

more of the following conditions that affect the respiratory system or the skin: Fumes, orders, dust, mists, gases or poor ventilation.

REVISED: 01/18/05