



JOB DESCRIPTION

Department	Department of Public Works
Location	Roger Prange, 8600 Green Bay Road, Pleasant Prairie WI 53158
Job Title	Building & Fleet Crew Lead
Classification	Hourly/Non-exempt
Pay Range	\$35.60 - \$37.78/hr. PW07

Job Summary

The Building & Fleet Crew Lead is a full-time, technical, and maintenance position within the Department of Public Works and reports directly to the Highway Superintendent. The primary responsibility of this position is to support the Department of Public Works with day-to-day oversight of fleet and building maintenance, establishes policies and procedures for the operations in the fleet department, perform minor repairs, and provide direction to fleet & building staff. This position is scheduled Monday – Friday between the hours of 6:00 a.m. – 2:30 p.m.

Job Duties

- Provides daily oversight, plans appropriate training and development opportunities, provides inspection of work, conducts performance evaluations, and assists in the interviewing and hiring of fleet staff who engage in the repair and maintenance of municipal vehicles and equipment.
- Monitors and maintains buildings and equipment for the Solid Waste, Clean Water, Sewer and Water Utilities.
- Plans and coordinates all maintenance activities in the fleet including analyzing equipment needs, reliability issues, and developing preventive/predictive maintenance programs.
- Develops and analyses the effectiveness of preventative maintenance schedules for Public Works building.
- Supports supervisor with the coordination of various Public Works projects alongside other Public Works divisions and Village departments.
- Identifies when major repairs are needed to Village vehicles and/or equipment and ensures repairs are conducted in a timely manner.
- Performs building and mechanical repairs and/or maintenance of Public Works machinery or equipment on an as needed basis.
- Performs asset reviews and ensures the efficient maintenance, repair, or acquisition of equipment and/or materials needed for various work assignments.
- Maintains database to document repairs and maintenance contracts and develops management reports from Village asset management and Sequel reports software.
- Provides estimates of time and material cost on various projects and activities and assists in the annual budget process as needed.
- Adheres to and enforces OSHA safety procedures and safe work practices to ensure safe, effective, and efficient procedures are practiced by employees.
- Effectively communicates, resolves issues, and establishes positive working relationships with Village officials, employees, and the public.
- Leads by example and enforces all Village policies and procedures, and Village codes and ordinances.
- Performs other duties and special assignments as directed within the scope of the Public Works Department.

Physical Requirements

- Frequently interacts with contractors, vendors, and employees which requires the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Frequent movement about the Village of Pleasant Prairie boundary, worksites, and office spaces that will require regular standing, walking, sitting, pushing, pulling, stooping, crouching, kneeling, climbing, lifting and/or carrying a range of weight up to 100 pounds.
- Frequent operation and/or close proximity to machinery and moving equipment or in an environment where the noise level is normally moderately loud.
- Frequent operation of a computer, phone, copier, and other office equipment.

Requirements - educational, certifications and experience

- Associate's Degree or certificate in automotive or facility maintenance preferred.
- 3+ years of experience facilities, fleet operations, or building trades.
- Valid Driver's License: Commercial Driver's License Class B with air brake endorsements preferred.
- Automotive Service Excellence (ASE) Certification preferred.
- Knowledge of Tier 1 – Tier 4 Emission Regulations.
- Proficient in Microsoft Office.
- Familiar with applicable OSHA regulations.

- Possesses strong interpersonal, technical management, customer service, and leadership skills.
- Proven ability to provide a safe and positive working environment for employees.
- Ability to obtain First Aid CPR Certification, HAZWOPER Training, Confined Space, and Competent Person Certification within one (1) year of employment.
- Other combinations of education, training, and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

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