



Job Description

Title:	Lead Maintenance Worker		Revised:	03/2010
Salary Level:	29A		FLSA Status:	Non-exempt
Supervisor:	Applicable Maintenance or Parks Supervisor	Supervises:	None	
Job Family:	Maintenance Worker Series	Bargaining Unit:	Miscellaneous Employees	

JOB SUMMARY:

Performs skilled advanced journey level work, provides technical and functional lead supervision of the work of public works/parks and facilities maintenance crews and operates complex heavy equipment used in maintenance activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

General

- Performs as Lead person in the direction of work being performed by crews.
- Performs technical and functional lead supervision of work at the site of maintenance activities.
- Operates heavy equipment at work sites and on the highways.
- Reviews work and controls the quality of work being performed.
- Develops work plans, procedures and schedules.
- Orders supplies and equipment for work projects.
- Prepares documentation of projects and time worked by assigned staff.
- Maintains awareness of safety procedures and practices them on work assignments.
- Operates hand and power tools and motorized equipment used in maintenance work.
- Responds to citizen complaints and answers questions.
- Maintains logs of daily activities.
- May make minor adjustments on service equipment.
- May assist in other areas of department operations.
- May perform general carpentry, electrical, painting, plumbing and mechanical work in building maintenance.
- Performs related duties as required.
- Knowledge of computer programs (outlook, excel, word)

Parks and Facilities

- Performs semi-skilled and skilled grounds, gardening, and turf maintenance duties involved in the development, maintenance and construction of landscaped areas, parks, playgrounds, and public facilities.
- Inspects new park construction to ensure that it meets applicable standards.
- Installs irrigation and sprinkler systems.
- Performs emergency repairs to irrigation and sprinkler systems.

Lead Maintenance Worker - Continued

Public Works

- Performs the maintenance, repair, construction and installation work of streets, parking lots, and other paved surfaces.
- Performs repaving, patching, overlaying, chuckhole and crack sealing repair of asphalt.
- Prepares/finishes trenches for water, sewer and storm drain installation.
- Maintains, replaces and repairs water, sewer and storm drain lines.
- Troubleshoots sewer and storm drain pump lift stations.
- Troubleshoots water well systems.
- Performs emergency repairs to water, sewer, and drainage systems.
- May repair, maintain and install water meters and related water service lines.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM KNOWLEDGES, SKILLS AND ABILITIES

- Lead, supervise and direct the work of a multiple crews of maintenance workers in performance of duties at a various work site.
- Operate and maintain heavy equipment used in public works/parks operations.
- Read, understand and apply safety procedures in operating equipment and performing work assignments.
- Operate specialized and motorized equipment used in maintenance work in assigned departments
- Read, understand and implement schematic diagrams and blueprints.
- Establish, maintain effective relationships.
- Meet schedules and time lines.
- Maintain records and prepare reports, pay bills, maintain budget, etc.
- Understand, follow oral and written directions.
- City codes, ordinances and regulations regarding maintenance and operation of assigned department facilities.
- Principles and practices of supervision, reviewing and evaluating the work of maintenance crew workers.
- Assignment, direction and oversight of crews working on maintenance work.
- Safety procedures in use of tools and equipment and performance of duties.
- Use and operation of tools and equipment used in maintenance work.
- Department operations and policies.
- Applicable sections of codes and laws.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Parks and Facilities

- Perform advanced journey level maintenance work on irrigation and sprinkler systems.
- Principles and practices of maintenance repair of irrigation, sprinkler systems, pumps, valves, and backflow devices.
- Operation and maintenance of heavy equipment used in Parks and Recreation operations.

Lead Maintenance Worker - Continued

- Techniques and procedure of basic carpentry, metalworking, masonry, painting, mechanical and electrical work.

Public Works

- Perform advanced journey level maintenance work assignments on streets, water and sewer lines and other public works.
- Principles and practices of maintenance and repair of streets, water and sewer lines, pumps, valves and backflow devices and other public works.
- Operation and maintenance of heavy equipment used in public works operations.
- Reading and implementing blue print and schematic directions.

Education and/or Experience

High school diploma or general education degree (GED); three years related experience as a Senior Maintenance Worker with the City; or equivalent combination of education and experience.

Certificates, Licenses, Registrations:

Class A or B driver's license with applicable endorsements as required.

Parks and Facilities

Possession of a certified Playground Safety Inspector certificate, or the ability to obtain said certificate within six months of appointment.

Possession of a State of California Qualified Applicator's certificate, or the ability to obtain said certificate within six months of appointment.

Public Works

Water Division – Possession of a Water Distribution Operator D-2 certificate.

Sewer/Streets Division – Possession of, or ability to obtain within six months of appointment, appropriate certification/education for operation of a public sewer system.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance and perform work which involves the frequent lifting, pushing and or pulling of objects which may occasionally weigh up to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually loud.