

## Lead Maintenance Worker

### **DEFINITION**

This classification may be assigned to work primarily in the Public Works and performs a variety of duties essential to the maintenance of the City.

### **DISTINGUISHING CHARACTERISTICS**

Under supervision of the Director of Public Works, functions in a lead role with the performance of maintenance and repair of City facilities, roads, parks, grounds, plantings, streets, trees, recreation areas, water treatment facilities, and performs other related work as required.

**EXAMPLES OF DUTIES** *This classification specification is intended to present a descriptive list of the range of duties performed by employees in a classification. Class specifications are not intended to reflect all duties performed within the job. Depending on department and/or area of assignment, duties may include, but are not limited to, the following:*

#### Essential Duties:

- May be assigned to varying work schedules and weekend work.
- Prioritize work assignments and designate tasks to other members of the crew.
- Loads and unloads trucks of refuse, trimmings, soil, sand, rock, etc.
- Performs basic maintenance work in keeping equipment, tools, and other supplies in proper condition.
- Replaces broken and worn parts, paints and performs other maintenance and repair work on buildings, Public Works, Parks and Recreation equipment.
- Train other crew members to correctly perform all duties within their position description.
- Participates in removing, topping, pruning and trimming trees and uses hand and power saws and other equipment to cut up branches and remove tree trimmings and stumps.
- Performs water distribution system flushing, and cleaning of sewer pipelines with a combination sewer truck.
- May be assigned to perform routine maintenance on equipment.
- Performs and assists in the maintenance of city facilities and equipment.

- Maintains/repairs storm ponds.
- Maintains repairs and installs water and wastewater pipelines, services, and related equipment including water meters and backflow preventers.
- Installs and maintains water meters.
- Backfills trenches and uses asphalt to repair streets after water and sewer line repairs.
- Street repairs including installation of asphalt, pothole repair, curb gutter, and sidewalk installation and repairs. Street sign maintenance.
- May conduct underground service alert (USA) inspections.
- Assists with flushing of the water distribution system and cleaning of sewer pipelines with a combination sewer truck.
- Performs a variety of shop work incidental to assigned maintenance activity.
- Builds forms, mixes, and pours new concrete for sidewalks, curbs, foundations, and other similar projects as needed.
- Learn confined space awareness & entry methods and enter or assist in entry for various maintenance projects in confined spaces.
- Operates all hand tools required for the work including shovels, rakes, picks, hoes, wrenches, drills, and saws.
- Required to be on standby on a rotating basis to ensure continuity of operations during evening, nights, weekends, and holidays. Must be able to respond within 45 minutes.
- Establish and maintain cooperation and working relations with those contacted in the course of work.
- Promote customer service focus in public relations.
- May provide on-the-job orientation and training to all levels of maintenance workers, and seasonal or part-time employees assigned to assist in the completion of assigned functions, tasks and duties.
- Operate, use and maintain heavy equipment such as a backhoe, tractor, Combination Sewer Truck, aerial lift, and dump truck at a more complicated and skilled level.

- Understand safety and hazards associated with water, sewer, park and street maintenance.
- Works at a higher level of efficiency and quality than at maintenance worker Level III.
- Have knowledge of applicable standards, codes and regulations.
- Inspects and adjusts equipment before start of work.
- May provide lead direction and coordinate the work of others.
- Collects field data for use by supervisors.
- Prepares department memos and reports as needed.
- Evaluate problems and recommend solutions.
- Maintains inventory of all equipment including tools, traffic control equipment, spare parts, signs, water meter tracking, vehicle maintenance needs and other related items.
- May be required to operate and maintain any or all of the following power equipment: front loader, backhoe, tractors with or without attachments, jackhammer, compressor, forklift, mower, weed eater (line trimmer), auger, high-pressure washer, steam cleaner, portable pumps, generators or sandblasting machine.
- Participate with the budgeting process.

### ***MINIMUM QUALIFICATIONS***

#### *Knowledge of:*

- Safe use, purpose and maintenance of hand and power tools and power equipment used in the execution of assigned duties.
- Hand and power tool operations.
- Personal computers; applications of word processing, Excel, and other related computer programs.
- General knowledge regarding the use, purpose, care and the hazards associated with certain chemicals used in the water field.
- General construction and maintenance materials, methods and terminology.
- Basic carpentry, plumbing, heating, electrical and mechanical systems.

Ability to:

- Maintain mechanical, plumbing and electrical systems.
- Safely drive and operate vehicles and equipment.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Make basic arithmetical calculations quickly and accurately.
- Understand and follow oral and written instructions; work independently in the absence of supervision.
- Communicate effectively, both orally and in writing.
- Analyze problems and generate alternatives.
- Demonstrate a high level of integrity.
- Meet the physical, mental and environmental demands of the job.
- Exercise sound independent judgment as appropriate.
- Accept the input of supervisors and co-workers as well as provide input and be a genuine team player.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Work at moderate heights of at least 50 feet.
- Safely drive and operate vehicles and equipment.
- Perform heavy physical labor including lifting and moving objects weighing up to 50 lbs, and up to 75 lbs. with assistance.
- Operate under deadlines.

**EDUCATION AND EXPERIENCE**

Completion of formal or informal education sufficient to read and write at a level required for successful job performance; and 5 years of recent work experience as a lead in Public Works Maintenance work relating to streets and water/sewer or 5 years experience as a construction Lead or Forman, performing underground water and/or

sewer work, and pavement work. This level represents the highest level in the series. Incumbents are expected to perform tasks with limited supervision, assigned technically advanced duties and may be assigned the responsibility for field direction of assigned crews. Incumbents are expected to know the work functions, act independently, and advise supervisors of needed work and approximate time and materials needed to complete the work. Incumbents are expected to have proven skills in the operation of all assigned equipment.

### ***LICENSES AND CERTIFICATES***

Upon assuming the position, the lead maintenance worker must possess a California Class B driver's license with Airbrake and tanker endorsement or obtain within 6 months. Must possess a California D-2 Water Distribution Certification, or obtain within two testing cycles, a Backflow Certificate or obtain within three testing cycles, and successfully complete specialized training in Work Zone Traffic Control Safety as the city offers training.

### ***PHYSICAL DEMANDS AND WORKING CONDITIONS***

Working conditions in the office are clean, well lit and free from extremes of temperature and humidity. Working conditions in the field are subject to variations in temperature and may include wind and rain, and other elements. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs., and up to 75 lbs. with assistance, stand and walk for extended period, climb, bend and stoop, grasp and hold objects or tools with full range of motion in wrists and arms, work on slippery and uneven surfaces, and hearing capacity sufficient to understand conversations. Climb stairs while carrying up to 50 pounds. Also includes exposure to chemicals, biohazards, electrical shock, drowning, heights, confined spaces, weather exposure, trip/fall hazards, power tools and wild animals. Reasonable accommodations will be made for some physical demands for otherwise qualified individuals who require and request such accommodations.