



Job Description

Title: Lead Maintenance Worker	FLSA Status: Non-Exempt	Created:
Supervisor: Director of Public Works	Supervises: N/A	Revised:
Job Family: Public Works	Bargaining Unit: Public Works	Approved:

JOB SUMMARY:

Under the direction of the Director of Public Works, lead and perform a variety of tasks in the construction, operation, repair and maintenance of City roads and related infrastructures and City water, sewer and parks facilities and systems as assigned; respond to and prioritize maintenance work orders; order, receive and maintain inventory of supplies as assigned; train and provide work direction to assigned staff; assist in the development and implementation of maintenance and repair projects; assist other maintenance personnel in the performance of a variety of duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead and perform a variety of tasks in the construction, operation, repair and maintenance of City roads and related infrastructures; respond to and prioritize maintenance work orders; replace faded or damaged traffic signs and traffic control markings; patch and repair potholes; repair street lights according to established procedures.
- Assist in the development and implementation of maintenance and repair projects; estimate labor, material and equipment requirements for projects; monitor, assess and modify activities in response to project progress.
- Train and provide work direction and guidance to assigned personnel; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures.
- Maintain City parks and perform related grounds keeping duties including irrigating, fertilizing, weed abatement, mowing and trimming the grass and landscaped areas; perform weed abatement duties as assigned; clear debris from walkways, fields and courts; service, clean and maintain water fountains and public restrooms accordingly; perform repairs on playground equipment, picnic tables, barbeques and other parks equipment as assigned.
- Perform assigned labor involved in construction and maintenance projects as a member of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair and backfilling; clean ditches and other drainage structures; assist in the development and implementation of maintenance and repair projects.
- Assist Utility Workers in maintaining and repairing water operation and distribution systems.
- Clean public buildings including trash removal, vacuuming, mopping, sweeping and perform minor repairs; remove graffiti from City property.
- Monitor inventory levels of maintenance supplies as required; order, receive and maintain inventory of supplies as assigned.
- Prepare and maintain routine records related to assigned activities.
- Operate a variety of equipment and heavy machinery related to assigned activities including street sweepers, industrial lawn mowers, tractors and backhoes; utilize standard hand and gardening tools; drive a vehicle to conduct work including trucks of various sizes to assist with the loading, hauling and unloading of equipment, materials and refuse as assigned.
- Maintain equipment and tools in clean and working condition; check equipment and tools after use and refer issues or needed repairs to appropriate staff.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns regarding repairs, safety and other maintenance-related issues.
- Assist with special events and seasonal projects as assigned by the position.
- Attend and participate in trainings related to assigned activities as required; plan and conduct trainings for assigned staff.

OTHER DUTIES:

- Perform related duties as assigned.

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. The work environment characteristics and physical demands 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.

Knowledge of:

- General methods, materials, tools, terminology and equipment used in assigned grounds, construction, plumbing, carpentry, street repair or maintenance activities.
- Proper methods of storing equipment, materials and supplies.
- Methods and procedures used in City road and related infrastructure maintenance, construction and repair activities.
- Grounds maintenance procedures including mowing, edging, raking and weeding.
- Methods, equipment and materials used in assigned grounds keeping work.
- Methods and materials used in controlling weeds and other pests.
- Health and safety regulations.
- Proper lifting techniques.

Ability to:

- Lead and perform a variety of duties in grounds, construction, plumbing, carpentry, street repair or maintenance activities as assigned.
- Train and provide work direction to assigned staff.
- Assist in the development and implementation of maintenance and repair projects.
- Maintain assigned areas in a safe condition.
- Operate and maintain hand and power tools and other equipment used in maintenance, grounds keeping, repair and maintenance.
- Understand and follow oral and written instructions.
- Record-keeping techniques.
- Observe health and safety regulations.
- Work cooperatively with others.
- Perform heavy physical labor.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- Three years increasingly responsible general maintenance experience.

Licenses, Certifications and other Requirements:

- Valid California Class C driver's license.
- Valid California Class B driver's license is desirable but not required.

WORKING CONDITIONS:

Work Environment:

- Outdoor work environment.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust, odors, oil/grease, gases.
- Driving a vehicle to conduct work.

Physical Demands:

- Dexterity of hands and fingers to operate maintenance equipment.
- Walking, standing or sitting for extended periods of time.
- Seeing to perform gardening and grounds work.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- Sitting to operate tractors, mowers and other machines.

- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Heavy physical labor.
- Climbing ladders.

Hazards:

- Working around and with machinery having moving parts.
- Exposure to chemicals and fumes.
- Working from heights.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.