



MAINTENANCE LEAD WORKER

Definition:

Under the direct supervision of the Field Services Manager, performs a wide variety of skilled maintenance tasks and provides functional oversight of subordinate personnel in the field.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Trains and oversees subordinate staff engaged in maintaining, landscaping, repairing, cleaning, patching, resurfacing, excavating for the building of streets and related structures.
2. Provides input to performance evaluations and makes recommendations to the manager regarding performance.
3. Inspects and evaluates relevant equipment and recommends to Field Services Manager repairs and/or purchases of new equipment when necessary.
4. Operates and trains subordinate staff in safe operation of various vehicles and machinery, such as trucks, skip loaders, trenchers, and chippers, as well as smaller equipment, such as chain saws, paint sprayers, and high-pressure water sprayers.
5. Ensures that staff members are aware of and in compliance with established safety practices and procedures.
6. Maintains and replaces signs.
7. Performs minor carpentry projects.
8. Performs landscaping planting, clears brush, prunes and maintains trees and shrubs, and sprays herbicides.
9. Performs plumbing repairs, and installs and maintains irrigation.
10. Performs basic electrical tasks, such as installation of interior and exterior wiring.
11. Maintains and repairs light and power systems, such as street lights, traffic signals, generator service, switches, lighting circuits (i.e. contactors and timers), pumps, and clocks.
12. Completes daily service request logs.
13. Performs other duties as desired.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Strong knowledge of and ability to oversee methods and practices of the safe operation and maintenance of public works, goods, materials, equipment, and tools used in various maintenance and construction functions.

- Understanding and ability to effectively train others on the operating characteristics of specialized equipment, potential hazards, and safety precautions (i.e. chain saws, weed eaters, skip loader, dump truck, water truck, street sweeper, and aerial lift truck).
- Plumbing, landscape maintenance, carpentry, and building repair.
- Applicable electrical codes, precautions, and procedures.
- Functions, policies, and procedures of relevant departments and/or operations.
- Relevant mathematical principles and functions.
- English usage, spelling, grammar, and punctuation.
- Professional writing techniques.

Skill and Ability to:

- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Adapt in a high-volume, fast-paced working atmosphere with multiple activities.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a high school diploma, plus four or more years of related experience in public works, engineering, landscaping, construction, or a related field.

Licenses and Certificates:

Possession of a valid California driver's license with a clean driving record and a Qualified Applicator Certificate (QAC) with a Category C (Right-of-Way) designation from the California Department of Pesticide Regulation (DPR) is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires willingness to participate in On Call and Emergency Callback programs.
- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing, and/or pulling which exceeds 100 pounds and is a frequent aspect of the job.
- Subject to inside and outside environmental conditions.