



MAINTENANCE LEAD WORKER

DEFINITION

Under general direction, performs a variety of skilled tasks in landscape, signs, markings, concrete, asphalt, traffic signal and street light maintenance cleaning and repair using a variety of hand tools and operating a variety of equipment and motorized vehicles.

SUPERVISION EXERCISED

Trains and supervises subordinate personnel.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Design, repair and maintain irrigation systems including irrigation valves, sprinklers and electrical lines; may review irrigation plans submitted by contractors and architects.

Maintain turf, plants and trees by aerating, seeding, mulching, fertilizing, applying chemicals, trimming and de-thatching.

Maintain and prepare sports fields for use, including maintenance of play ground equipment and structures.

Clean and maintain facilities, recreational equipment and buildings; may assist in setting up tables and chairs for activities and events.

Install, inspect, adjust and maintain play ground equipment.

Maintain turf, plants and trees by aerating, seeding, fertilizing, applying chemicals and de-thatching.

Paint traffic markings on streets, crosswalks, parking lots and curbs; manufacture, install and maintain street signs.

Maintain and repair traffic signals and street lights.

Operate equipment including but not limited to backhoe, roller, scraper, grader concrete cutting and breaking equipment and front end loaders in the maintenance, repair and construction of streets, sidewalks, curbs and gutters.

Pour and finish concrete; construct concrete forms.

Inspect ditches, drainage areas and roadside shoulders removing weeds and debris; clean and maintain storm drains.

Install traffic barricades to safely route traffic.

Make minor repairs to equipment and perform routine maintenance on equipment.

Perform minor plumbing, carpentry and electrical repairs of city buildings and facilities; prepare interior and exterior surfaces for painting.

Assist with storm clean up, traffic control and emergency situations.

Train subordinates and provide functional supervision in safe operation of equipment and machinery used in field operations maintenance and repair.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Methods, techniques and equipment used in park, landscape, facilities, street and storm drain maintenance and repair.

Irrigation, street and storm drain maintenance and repair.

Traffic signal and street light maintenance and repair.

Standard safety practices required in park, landscape, facilities, street and storm drain, traffic signal and street light maintenance and repair.

Supplies and equipment used in cleaning and maintaining buildings, facilities, streets and storm drains.

Record keeping and reporting.

ABILITY AND SKILL TO:

Operate a variety of tools, equipment including power mowers, blowers, sweepers, edgers, hedge trimmers, clippers, chain saws, chippers, sprayers, backhoe, roller, scraper, grader, concrete cutting and breaking equipment and front end loaders.



Operate office equipment including computers, copying machines and phone systems.

Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Train subordinate personnel.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

High School graduation and five (5) years park, facilities and/or streets maintenance experience.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and light equipment used in maintenance operations

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to lift up to 90 pounds

Ability to get from one location to another in the course of doing business



Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

