



CLASSIFICATION SPECIFICATION MAINTENANCE LEADPERSON

JOB SUMMARY:

Under general supervision, the Maintenance Leadperson performs general maintenance and repairs to City facilities, landscape, electrical systems, irrigation systems, plumbing, street trees, sewers, storm drains, streets, curbs, gutters, sidewalks, alleys, street signs, and traffic signals; plans, trains, and schedules an assigned crew engaged in such work; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Maintenance Leadperson performs moderately complex, manual-skilled maintenance work and is responsible for overseeing and training an assigned crew in the maintenance and repair of a variety of public works projects. This class differs from a Maintenance Worker II due to the level of experience required, complexity of work performed, supervision over staff, and ability to make decisions within established guidelines.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Plans, coordinates, and participates in the work of an assigned crew; delegates work assignments and assists in the planning and scheduling of staff; operates and trains staff in the use of light and heavy-duty equipment; trains staff on work methods and safety procedures; and order parts, supplies, and machinery for maintenance projects as directed.
- Oversees and participates in the maintenance of parks, grounds, playgrounds, athletic fields, swimming pools, and City buildings and facilities; mows and weeds lawns; trims and prunes trees and shrubs; installs and repairs sprinkler systems; waters planted areas; and performs general custodial work.
- Paints crosswalks, safety zones, curbs and parking stalls, street signs, and traffic signs; performs concrete/asphalt repair; assists with traffic control for special events by placing barricades and temporary signs; cleans and maintains storm drains; performs routine sewer maintenance; and inspects ditches, drainage areas, and roadside shoulders removing weeds and debris.
- Operates a variety of hand and power tools and performs maintenance on such equipment, and operates power driven equipment such as aerial lift trucks, dump trucks, rollers, skid steer loader, backhoe, and sewer combination trucks.
- Coordinates work activities with other crews and City departments; develops and maintains effective working relationships with contractors, vendors, outside agencies, the public, and City staff; confers with other professional and technical staff; coordinates work with other

agencies, contractors, and consultants; and provides maintenance services and consultation to a variety of field and office personnel.

- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Equipment operations, techniques, and methods used in the construction and maintenance of street, landscape, and facility work; common power tools and equipment used in street, landscape, and facility maintenance; applicable federal, state, and local laws including State Department of Health and OSHA regulations; and safety orders and safe work practices related to street system construction and maintenance work.
- Basic mathematical principles; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Operate a variety of vehicular and mechanical equipment in a safe and efficient manner; correctly interpret and apply department policies and procedures; read plans and diagrams; determine materials and labor for projects; and supervise groups of employees engaged in maintenance activities.
- Communicate clearly and concisely both orally and in writing; understand and follow oral and written directions as provided; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent.
- Four years of increasingly responsible experience in the maintenance field, with at least one year of experience in a supervisory or lead capacity.
- Local government experience is desirable.

Licenses and Certifications:

- Possession or the ability to obtain within nine months of appointment a Grade Level 3 Certification in Collection Systems Maintenance may be required.
- Possession or the ability to obtain within six months of appointment a valid Class B California Driver's License is required.
- Ability to maintain a satisfactory driving record is required.

PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and outside. Employee will travel to different locations and be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: July 31, 2017