

CITY OF HEMET

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Page 1 of 3

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LEAD MAINTENANCE WORKER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under direction, leads, reviews, and performs work activities and duties assigned to the Public Works crews involved in streets, parks, storm drains and refuse; assumes responsibility for the more difficult and complex tasks; schedules crew duties and work assignments; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Lead Maintenance Worker** is the lead class responsible for a wide variety of activities related to the installation, maintenance and repair of City streets, parks, storm drains and refuse. Incumbents lead and assist in the supervision of crews, and inspect and review work methods, performance and quality. This classification is distinguished from the next lower classification of Maintenance Worker II by the difficulty and complexity of assignments and the performance of lead responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from a Maintenance Supervisor in assigned program area. Leads and provides training for assigned personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Leads, reviews and performs the work of staff responsible for the construction, maintenance, and repair and operation of streets, the installation, repair and maintenance of curbs, gutters and sidewalks, parks, storm drains and refuse; develops and implements crew assignments; inspects and reviews work methods, performance and quality of work performed; conducts safety and training meetings; provides input and recommendations on employee evaluations; assumes responsibility for the more difficult and complex tasks.
- Recommends service levels to the Supervisor; performs field observations to ensure compliance with department policies, practices and City ordinances; prepares reports for the Supervisor related to division activities; serves as acting division supervisor as required.
- Oversees the operation and maintenance of public works crew equipment and/or machinery, including trucks, loaders, pavers, backhoes, power tools and equipment; ensures adherence to safe work methods, procedures and practices; inspects division equipment and ensures

compliance with department practices; responds to maintenance needs and schedules appropriate service and repair.

- Responds to questions, concerns and emergency calls from the general public; makes recommendations and/or takes appropriate action to resolve issues and problems; responds to inquiries about department policies, rules, regulations and City ordinances, establishes and maintains a customer service orientation within the work unit.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work activities; estimates time, materials and equipment necessary for the successful completion of assignments; acquires necessary resources as is appropriate.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals, lubricants, herbicides and pesticides, which may expose the employee to fumes, dust and air contaminants. Incumbents may be exposed to mechanical, electrical and biological hazards. The nature of the work also requires the incumbent to climb ladders, work at heights over 10 feet, work in confined spaces, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Lead Maintenance Worker**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in the construction, maintenance, repair and operation of streets, parks, and storm drains, and a high school diploma or equivalent.

License/Certificate:

Possession of a valid class A California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Practices, techniques and materials used in maintenance, construction, mechanics and repair of streets and parks; operational and maintenance characteristics of different types of vehicles, equipment and tools used in public works construction and maintenance; methods and techniques of leading, training and motivating assigned crews; proper methods of traffic control and delineation; basic principles of mathematics; record keeping; occupational hazards and standard safety practices.

Ability to:

Lead and perform a wide variety of public works construction and maintenance activities; operate a variety of vehicles, lifts, tools and equipment used in construction and maintenance; perform journey level work in assigned area; estimate time and materials for completion of projects; read and interpret blueprints, work sketches and specialized maps; prepare work records and routine reports; perform heavy manual labor; plan, organize and lead the work of subordinate staff; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of equipment, tools and vehicles used in construction, maintenance and repair activities.