



MAINTENANCE LEAD WORKER

DEFINITION

Under general supervision, leads, trains, oversees, and participates in the more complex and difficult work of a crew responsible for performing maintenance and repair of facilities, streets, or parks and grounds; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex maintenance and repair work in an assigned area; provides technical and specialized assistance to the assigned management and supervisory staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the Maintenance Worker series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure that City infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Facility, Parks, and Streets Maintenance Manager classifications in that the latter are manager-level classes in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned maintenance and operations staff and providing overall management oversight of the assigned functional areas.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Oversees and performs the work of staff responsible for maintenance, repair, construction and installation work in the assigned functional area; reviews and controls quality of work; participates in troubleshooting and performing the more complex maintenance and repair activities on assigned City public works infrastructure and systems including roads, facilities, park facilities and buildings, landscapes, playgrounds and equipment, and irrigation systems and controllers.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with manager; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Inspects assigned City infrastructure, facilities, systems, and appurtenances for maintenance needs and recommends appropriate actions; assists in developing work plans, procedures, and schedules; recommends the purchase of equipment and supplies needed for assigned projects.
- Inspects and evaluates work in progress and upon completion to assure that repairs, maintenance, and project activities are performed in accordance with City standards and specifications.

- Performs a wide variety of maintenance, repair, and installation work in the City infrastructure, systems, and facilities to which assigned, including buildings and facilities, streets, sidewalks, curbs, gutters and fences, landscaping grounds, concrete repair, traffic and street sign installation, repair, and reflectivity, pavement markings, and parks and medians irrigation systems.
- Assists in coordinating, overseeing and personally participating in all assigned maintenance programs.
- Participates in the coordination of special maintenance projects including review of project bids, and reviewing and directing the work of contractors, vendors, and consultants.
- Performs the skilled operation of specialized construction and maintenance, light to heavy vehicles and equipment.
- Performs minor adjustments on service equipment; maintains tools and equipment in working order.
- Prepares reports and forms including time records, equipment records and work orders; maintains accurate records and logs of daily activities.
- Responds to requests and complaints from the public and answers questions or refers to manager, as necessary.
- Ensures staff compliance with City and mandated safety rules, regulations and protocols.
- Responds to and performs emergency repairs and other emergency services as necessary.
- May assume responsibility for work coordination of an entire division/crew, including handling emergency on-call, in the absence of Division Manager as assigned.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Public works maintenance principles, practices, tools, and materials for maintaining and repairing assigned City infrastructure, systems, and facilities.
- Principles and practices of skilled trades areas such as carpentry, plumbing, painting, HVAC and electrical work.
- Operational characteristics and maintenance required for tools, and materials used in repairing roads, buildings, and facilities.
- Methods and techniques of manual and automatic irrigation system installation, operation, and repair.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Traffic control procedures and traffic sign regulations.
- Basic mathematics.
- Occupational hazards and safety equipment and practices related to the work.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of maintenance staff.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in maintenance and related projects in the assigned functional area(s).
- Perform construction, modification, maintenance, and repair work on assigned municipal infrastructure, facilities, systems, parks, and/or appurtenances.

- Operate a variety of park and building maintenance equipment and hand and power tools properly and safely.
- Properly handle toxic chemicals such as fertilizers, pesticides, and herbicides.
- Operate specialized construction and maintenance light to heavy vehicles and equipment.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Read and interpret construction drawings, blueprints, maps, and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to completion of the twelfth (12th) grade and three (3) years of increasingly responsible construction and maintenance experience at a level equivalent to the Maintenance Worker class with the City of Saratoga.

Licenses and Certifications:

- Possession of, or the ability to obtain, an appropriate, valid California driver's license upon appointment.
- Depending on assignment, some positions may require possession of, or the ability to obtain, one or more of the following upon appointment:
 - California Department of Pesticide Regulation Qualified Applicator Certificate (QAC).
 - National Recreation and Parks Association Certified Playground Safety Inspector (CPSI) Certificate.

PHYSICAL DEMANDS

Must possess mobility to work in the field; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; strength, stamina, and mobility to perform medium to heavy physical work, to work in confining spaces and around machines; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data

using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.