



JOB DESCRIPTION

Maintenance Lead Worker

Date Prepared: August, 2016

SUMMARY: Under limited supervision, provides direction to work crews within multiple City departments in the performance of maintenance and repair functions.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Organize, plan, schedule, and assign work to maintenance crews; provide direction to crew members; train employees; evaluate and recommend disciplinary actions for employees; set timeframes for work assignments and projects.
- Prepare estimates of labor, materials, and equipment; research and prepare bids for equipment, materials and supplies; procure tools and equipment for work projects; maintain a variety of work records.
- Implement, review, and inspect Traffic Control Plans (TCP) for various Public Works projects.
- Inspect and maintain work sites; review the quality of work of crews and contractors; ensure employee safety; perform complex work duties.
- Work with the City Engineering Department with regard to striping, planning, sign, and legend locations and traffic plans; design, cut, and manufacture street and directional signage.
- Inspect and repair irrigation systems at City parks and program irrigation controllers.
- Maintain open spaces and parks including turf, trees, and shrubs, by overseeing or performing mowing, weeding, spraying, trimming, removals, fertilizing, and herbicide applications; oversee and/or perform the cleaning of facilities; prepare ball fields; inspect playgrounds and make repairs.
- Inspect the City's golf course; perform various maintenance and repairs, as needed.
- Operate a variety of motorized equipment and vehicles including pavers, steel wheel rollers, crack seal machines, clean drains to prevent flooding and pollution; sweep streets; keep trash from condemnation of run off to rivers and lakes.
- Prepare and mark for underground utilities and sewers.
- Operate, maintain, and repair traffic control equipment; submit and initiate traffic control plans.
- Investigate public complaints.
- Participate in the preparation of the budget; order supplies and equipment.
- Attend and/or conduct various meetings including employee safety meetings and training sessions.
- Assist with City special events.
- May serve on-call Standby for after hours and emergency situations.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND four years public works maintenance and repair operations, irrigation system and repair operations, facilities maintenance, grounds maintenance, traffic control, or striping operations experience INCLUDING one year of supervisory or lead work experience is required.

Knowledge of:

- Applicable state and federal codes, ordinances, laws, rules and regulations.
- Construction maintenance and repair practices and methods.
- Public works construction and maintenance operations.
- Plumbing and electrical systems maintenance and repair.
- Asphalt and concrete installation applications and repair practices.
- Herbicide and fertilizer application.
- Irrigation systems maintenance and repair.
- Welding practices and methods.
- Striping equipment and operations.
- City building codes.
- Employee safety practices and Flagger safety training.
- Sanitary sewer systems and operations.
- Right of way and road shoulder maintenance.
- Herbicides and pesticide application procedures.
- Plants and trees; tree removal methods.
- Operation of motorized construction and maintenance equipment and vehicles.
- Construction and sewer/drain maintenance practices and procedures.
- Storm drain, sewer line, and lift station operations and maintenance.
- Principles and practices of project management.
- Principles and practices of effective employee supervision.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Operating power, hand tools, and motorized equipment and vehicles.
- Calculating materials and supplies for projects.
- Maintaining basic written records.
- Interpreting and understanding construction plans and blueprints.
- Time management.
- Attention to detail.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, vendors, suppliers, contractors, external public agencies, schools, utilities and the general public; applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Possession of a valid California Class "A" or "B" Commercial driver's license with endorsements upon hire and maintain throughout the length of employment with the City of Victorville.
- May require applicator certification; Recycled Water Site Supervisor certification; Playground Safety

Inspector certification; QAC certification; Grade II or Grade III CWEA Collection System Maintenance certification; International Municipal Signal Association (IMSA) certification; Hazardous materials certification; and/or forklift operator certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in both an indoor and outdoor environment. Exposure to dangerous machinery, extreme weather conditions, excessive noise, hazardous chemicals, wildlife, and infectious diseases. May be required to climb ladders; work in trenches; and in confined spaces. May be required to stand and/or walk, stoop and bend for long periods of time. Must be able to lift and carry items weighing up to 100 pounds. Exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Physical demands require bending, stooping, and frequently lifting moderately heavy and heavy objects. Some exposure to hazardous chemicals. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form and must be able to be understood. Incumbent may be required to respond to emergencies after regular working hours and on weekends, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head Approval

Date

Human Resources Officer Approval

Date