



JOB DESCRIPTION

Engineering Lead Worker

Date Prepared: August, 2017

SUMMARY:

Under the basic supervision, performs a variety of skilled and semi-skilled tasks in the construction, maintenance, and repair; performs administrative tasks; trains, leads, and directs engineering maintenance crews; performs other related duties, as required.

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:*

- Perform skilled to semi-skilled work in the maintenance, service and repair of facilities, including paint striping, concrete cutting and breaking, operating light equipment and trucks, pouring, and finishing concrete.
- Supervise workers involved in the following activities: asphalt repair, storm drain maintenance, shoulder grading, street light installations, sweeping operations, concrete repair, weed control, graffiti removal, cracksealing, traffic control, including signing, and striping.
- Inspect construction work of crews.
- Visit job sites to review progress and to ensure safe working procedures are followed.
- Train maintenance personnel in all aspects of public works maintenance.
- Provide input for employee performance evaluations.
- Assist in gathering information for budget preparation.
- Operate power tools, tractors, and other heavy equipment.
- Obtain estimates for tools and materials.
- Provide technical assistance to staff in resolving difficult problems.
- Instruct and provide training to crew members with regard to maintenance policies and procedures.
- Resolve a variety of routine personnel and administrative related matters.
- Prepare and maintain necessary reports, records, and maintenance documents.
- Utilize computer software programs competently.
- Ensure appropriate safety devices and equipment are utilized.
- Respond to emergency situations, as necessary.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent and three years of experience in public works construction or street/sewer maintenance with emphasis on area of specialization (i.e., street, concrete, airport traffic control, or sanitary sewer maintenance) SUPPLEMENTED BY one year of experience in a lead worker capacity is required. Supplemental courses in supervision or management highly desirable.

Knowledge of:

- Maintenance materials and equipment used in public works maintenance and repair operations.
- Weed abatement practices.
- Municipal purchasing procedures.
- Modern office equipment including computers.
- Principles and practices of employee supervision, including training, work evaluation, discipline, and safe work methods.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize and schedule work while exercising independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Custodial maintenance, facility repair, minor plumbing repair, basic welding, and general carpentry.
- Reading and interpreting construction plans, maps, specifications, and manuals.
- Selecting, training, supervising, and evaluating staff, as well as supervising and coordinating the work of maintenance personnel.
- Performing basic administrative duties pertaining to Work Order processing.
- Purchasing methods and documentation.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- Possession of a valid California Class "B" driver's license, or must be able to obtain within six months.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in both an office and outdoor/field environment in close proximity to other workers. Incumbent shall be exposed to dust, extreme temperatures, noise, and inclement weather. Incumbent must have the mobility to visit various job sites on a regular basis. Physical demands require bending, stooping, and frequent lifting up to 100 pounds on a continual basis. Incumbent must be able to see and hear in the normal range with or without corrections, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must respond to emergency situations, as necessary. Must possess the willingness to work an irregular schedule in order to meet the needs of the airport, including evenings, nights, weekends, and holidays.

Department Head

Date

Personnel Officer

Date