



## JOB DESCRIPTION

### Senior Maintenance Lead Worker Public Works

Date Prepared: July 20, 2022

**SUMMARY:** Under limited supervision, assigns, supervises, and reviews the work of crews engaged in various Public Works projects and activities; may perform the responsibilities of the Public Works Supervisor in their absence; performs 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:*

- Oversee daily operations of field and construction crews.
- Establish daily work schedules.
- Participate in establishing department operating procedures.
- Contribute information for preparation of annual budget, utilities, interact with contractors, subcontractors, and developers.
- Coordinate repairs, installation, and maintenance of roadways, parking lots, sidewalks, sewer, and drainage collection systems, drainage channels, street sweeping, and bus shelter structures.
- May provide assistance or facilitate the training of Public Works crew's use of tools and equipment, operations within facilities, and forklift operations and testing.
- Identify technical training requirements and coordinate monthly safety meetings.
- May operate a variety of commercial rated vehicles and heavy power-driven construction and maintenance equipment.
- Perform a variety of construction related carpentry, forming, framing, bus shelter structure repairs, asphalt, and concrete work.
- Perform sewer and storm drain collection systems and lift station maintenance.
- Assist with employee evaluations and make recommendations for job performance improvement.
- May participate in after hour emergency stand-by duty on a rotational basis.
- Ensure supervisor is informed of problems or items of importance within the division.

#### **MINIMUM QUALIFICATIONS:**

##### **Education, Training and Experience Guidelines:**

High School diploma OR GED equivalent AND four years of public works operations experience, INCLUDING three years of lead worker experience; OR an equivalent combination of education, training, and experience.

**Knowledge of:**

- City policies and procedures.
- Principles and practices of effective employee supervision.
- Principles and practices of budget administration.
- Principles and practices of public works maintenance operations.
- Principles and practices of a municipal infrastructure.
- Principles and methods of the construction and maintenance of bituminous pavement and concrete structures.
- Computers and computer software.
- Principles and practices of Land Maintenance Assessment District (LMAD), Drainage Facility Assessment District (DFAD), Maintenance Assessment District (MAD) routine and specialized maintenance operations.
- General construction and maintenance materials and equipment.
- Weed abatement removal practices and Right of Way procedures.
- Sewer maintenance.
- Crack sealing.
- Street Sweeping.
- Drainage channel maintenance and graffiti removal.
- Principles and practices of traffic maintenance and operations.
- Principles and practices of inventory management.
- Safety practices and procedures.
- Pertinent state and federal laws.
- Principles and practices of project management.

**Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishes facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Supervising the maintenance, repairs, and installation of public infrastructure.
- Interpreting engineering and public works plans, specifications, and drawings.
- Analyzing situations accurately and making effective recommendations.
- Training and guiding division personnel.
- Working and making decisions under adverse and stressful conditions.
- Effectively operating a computer and computer software.
- Operating equipment with skill and safety.
- Preparing and completing employee performance evaluations.
- Calculating time and material cost estimates.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including city and other governmental officials, community groups, and the general public.
- Applying safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a minimum of a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- May be required to possess a valid California Class “A” or “B” commercial driver’s license with endorsements OR ability to obtain a class “A” or “B” commercial driver’s license within 9 months upon request and maintain throughout the length of employment.
- May be required to attain a California Water Environment Association Collection System Maintenance Grade III Certification.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed primarily in an outdoor environment. Exposure to dangerous machinery, extreme weather conditions, excessive noise, and wildlife. May be required to climb ladders; work in trenches; and in confined spaces. 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. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent will 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.

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Department Head

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Date

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Personnel Officer

\_\_\_\_\_  
Date