



## Position Description

### **LEAD MAINTENANCE WORKER**

#### **DEFINITION**

Under general supervision of the Field Supervisor and/or Services Manager, performs a variety of semi-skilled and/or skilled tasks in parks, recreation, water, storm water, wastewater, streets operations, maintenance, repair and/or construction work including providing lead worker assistance to supervisory and/or management staff as appropriate to the Department. Exercises direct field supervision over crews engaged in service, maintenance, and repair.

#### **SUPERVISION RECEIVED**

The Lead Maintenance Worker works under the general direction of the Field Supervisor and/or Services Manager positions.

#### **SUPERVISION EXERCISED**

The Lead Maintenance Worker is a working supervisor position. The position exercises direct supervision over crews engaged in the service, maintenance, and repair in various departments/divisions.

#### **DISTINGUISHING CHARACTERISTICS**

Positions assigned to this class are distinguished from the class of Maintenance Worker I/II by the performance of more skilled and complex assignments, and the requirement to supervise a small crew in the capacity of lead-worker. A Lead Maintenance Worker may, however, also be required to perform duties similar to those customarily performed by a Maintenance Worker I/II. Work assignments also may involve considerable skill in various construction and mechanical crafts, and the operation of heavy construction and maintenance equipment.

#### **EXAMPLES OF DUTIES (Illustrative Only)**

Assigns and reviews work of Maintenance Workers I/II and seasonal staff; trains, supervises, and reviews work of assigned staff; provides input into performance evaluations and performance issues;

Inspects and/or repairs equipment at frequent intervals to insure that all aspects of the systems/equipment are safe and functioning properly; maintains a variety of records

relating to inspections, maintenance activity, materials supply, athletic field layouts and surfaces, base positioning and installation, and layouts of field markings;

Determines and marks the locations of irrigation system wiring and water lines from the appropriate sources prior to excavation;

Responds to complaints and resolves problems regarding functional areas such as tree conditions, ball field conditions irrigation system problems, park, building and ball field lighting, water leaks, parks facility issues;

Ensures the proper maintenance of equipment and tools assigned to their area of responsibility by checking equipment and tools and maintaining maintenance records, and refers defects to supervisory staff;

Safely operates vehicles/equipment of various sizes and weights in the loading, hauling and unloading of various equipment, soil and sand, concrete, performance of tree work; and other job functions; operates pneumatic tools and power tools;

Oversees and participates in construction and maintenance projects as part of a crew, including laying pipe, trenching and backfilling, determines safety and playability of sports fields and reports information to their supervisor, prunes trees and shrubs in conformance with established professional practices and safe working methods;

Applies pesticides and utilizes best Integrated Pest Management practices for assigned areas of responsibility;

Performs set up of traffic safety work zones utilizing traffic safety control devices as needed for work performed in areas such as medians, right-of ways, streets, and parks;

Cleans, installs, repairs and tests water and sewer lines, service connections, meters, valves, hydrants and other related facilities;

Performs skilled work in the repair and testing of pumps, motors, control systems and related equipment; performs vehicle routine service;

Constructs concrete forms and mixes, pours and finishes cement, performs skilled carpentry, plumbing, welding and pipefitting, painting and mechanical repairs;

Prepares and accomplishes the paving or construction of streets using all manual and motorized equipment available for this work;

Directs and performs the painting of street surface traffic signs, curbs, crosswalks and traffic lanes;

Reads, tests and repairs water meters, provides advice, assistance and services to utility customers; performs heavy manual labor as required.

Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

The purposes, use and maintenance of hand tools, general construction and maintenance methods, materials and terminology as directly related to the employee's Departmental assignment. This knowledge includes but is not exclusive to the following: advanced knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities including, hazards associated with the work and proper safety precautions; traffic laws, ordinances, and rules involved in truck and heavy equipment operations; purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment; standards relating to installation, location and required maintenance of street trees; properties of athletic field materials, construction materials, paints, pesticides and a variety of other materials used in maintenance work; equipment, methods, and materials used in the installation, repair, maintenance, and cleaning of city parks and facilities, preparation and operation of spray painting equipment; methods of installing and maintaining play equipment, materials, methods, practices, equipment and elements of construction technology as they relate to the assigned operations, construction, maintenance and repair activities; types and level of maintenance and repair activities generally performed in streets, water, and storm/wastewater collection program; principles of personnel supervision and training; regulatory safety programs and procedures, pertinent sections of health, safety and labor codes as directly related to assigned work; word processing and spreadsheet applications and Internet usage necessary for job assignment as well as technical report writing.

#### **Ability to:**

Perform skilled maintenance, construction, and repair work in the area of work assigned; perform heavy manual tasks; work safely and adhere to established safety principles and practices; communicate effectively verbally and in writing; establish and maintain effective working relationships with co-workers, City employees in other departments, and the public; work effectively in the absence of close supervision; operate a variety of vehicles and equipment in a safe and effective manner; read and interpret basic maps and diagrams; understand and carry out written and oral instructions, plan, estimate, direct, coordinate, schedule and review the work of others; identify and implement effective courses of action to complete assigned work; use lead by example methodology; keep records and make reports, communicate clearly and concisely, both orally and in writing; estimate, direct, coordinate, schedule and review the work of others; and operate and maintain equipment and tools used in the field.

### **Education and Experience**

Graduation from high school or possession of a GED along with at least one year of experience as a crew leader or a skilled worker in public works, parks, facilities and/or utility construction and maintenance; and completion of the probationary period for the position at a level comparable to a Maintenance Worker II with the City of San Bruno.

### **SPECIAL REQUIREMENTS:**

Possession of a valid Class "B" Commercial Driver's License.

### **When assigned to the Community Services Department:**

Possession of a Qualified Pesticide Applicators Certificate

### **When assigned to Public Services Department:**

#### **Streets and Stormwater Operations:**

Possession of a Work Zone Safety Certification

#### **Water Supply and Distribution:**

Possession of a Grade 2 Water Treatment Certificate, and a Grade 3 Water Distribution Operator Certificate issued by the State of California.

#### **Wastewater Collections:**

Possession of a Grade II Wastewater Collection Maintenance Certificate as issued by the California Water Environment Association (CWEA).

### **TOOLS AND EQUIPMENT USED**

As related to assigned Department: Motorized vehicles and equipment such as dump trucks, pick-up trucks, utility vans or trucks, tanker trucks, aerial trucks, brush chippers, forklifts, back hoes, wheel loaders and tractors; tampers; chain saws; pumps; compressors; sanders; generators; sign making equipment, hydraulic cleaning equipment, vacuum excavator vehicles, common hand and power tools; traffic control devices; telephones; radios and personal computers.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires the maintenance of physical conditioning necessary to operate motorized equipment and vehicles. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or

controls and reach with hands and arms. The employee frequently is required to stand; talk and hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and vehicles and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee may be required to work night, early morning, or weekend hours, depending on workload factors, in addition to normally scheduled work hours. The noise level in the work environment can be loud. In addition, if assigned to Public Services, may have contact with sewage, hazardous traffic situations, high-pressure water and hazardous chemicals.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of San Bruno and any employee and is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable MOU provisions.

Effective Date: August 25, 2009

Resolution Number: 2009-94

*Revision History:*