



CITY OF AVALON

**MARCH 2015
FLSA: NON-EXEMPT**

MAINTENANCE LEAD WORKER

DEFINITION

Under general supervision, leads, trains, oversees, and participates in the more complex and difficult work of a crew responsible for providing construction, maintenance, and repair to assigned City infrastructure, including City buildings and facilities, streets, sidewalks, traffic signage and striping, graffiti abatement, storm drains, sanitary sewers, harbor, parks, landscaped areas, cemetery and departmental administrative programs; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs the full range of routine to complex maintenance and repair work in an assigned area; provides technical and specialized assistance to the assigned staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Public Works. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the public works maintenance series that performs the most complex duties required to ensure that City infrastructure, systems, facilities, harbor, parks, landscaped areas are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned infrastructure, facilities, systems, and appurtenances. Performance of the work requires a high level of independent judgment and decision making. This class is distinguished from the Maintenance Worker III in that the Lead Worker is a leadworker-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in maintenance operations.

EXAMPLES OF TYPICAL 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.

- Provides technical and functional supervision to assigned maintenance staff; reviews and controls quality of work; set priorities and participates in performing the full range of routine to complex and specialized maintenance and repair work on assigned City public works infrastructure.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with the Public Works Director; 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 and provides work direction and guidance over work methods, use of tools and equipment, and relevant safety precautions.



- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action.
- Inspects assigned City infrastructure, facilities, systems, harbor, parks, landscaped areas, cemetery for maintenance needs and recommends appropriate actions; assists in setting work schedules and developing work plans, procedures, and schedules.
- Estimates costs of construction and maintenance work, supplies, equipment, and materials; orders supplies and equipment for work projects; maintains records of purchase orders; assists in developing budget figures for the division; monitors expenditures.
- Inspects and evaluates work in progress and upon completion to ensure that repairs, maintenance, and project activities are performed in accordance with City standards and specifications.
- Assists the Public Works Director in administrative support functions including purchasing, budget, managing contracts and writing a variety of memos, letters, reports and proposals.
- 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 and gutters, roadway base and sub-base, guard rails, asphalt pavement, harbor, parks, landscaped areas, cemetery, concrete repair, pavement markings, and/or storm water and drainage systems and facilities.
- Assists in coordinating, overseeing and personally participating in all assigned maintenance programs.
- Inspects various public works improvement activities and private developments in the assigned functional area; interacts with active participants regarding compliance with City standards and specifications; reports, records, and documents inspections, observations, and conditions found during the inspection process.
- Performs the skilled operation of specialized construction and maintenance, light to heavy vehicles and equipment.
- Observes safe work methods and makes appropriate use of related safety equipment as required; participates and assists in coordinating safety training and regular safety meetings.
- Responds to requests and complaints from the public and answers questions or refers to supervisor, as necessary.
- Performs minor adjustments on service equipment; maintains tools and equipment in working order.
- Stays current on the status of new and pending regulatory legislation; attends continuing education courses and seminars as required.
- Maintains accurate records and logs of daily activities, using appropriate computer software applications.
- Prepares a variety of written documents including memos, letters, reports, evaluations, etc.
- Responds to and performs emergency repairs and other emergency services as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles of supervision and training.
- Public works maintenance principles, practices, tools, and materials for maintaining and repairing assigned City infrastructure, harbor, parks, landscaped areas, systems, and facilities.



- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Traffic control procedures and traffic sign regulations.
- Basic hydraulics and mathematics.
- Safe driving rules and practices.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, schedule, assign, and oversee activities of maintenance and repair personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- 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, harbor, parks, landscaped area and cemetery.
- Operate specialized construction and maintenance light to heavy vehicles and equipment.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read and interpret construction drawings, blueprints, maps, and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work; perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Give, as well as understand and follow, oral and written instructions.
- Make accurate arithmetic calculations.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- 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 possession of a high school diploma, and four (4) years of experience in construction, maintenance, and/or repair of streets and roadways, storm water and drainage, sanitation systems, traffic signs, and/or related facilities, systems, and appurtenances, or at least one (1) year of experience equivalent to that of the Public Works Maintenance Worker II at the City of Avalon.

Licenses and Certifications:

- Possess and maintain a valid California class C driver's license with the appropriate endorsements.
- Depending on assignment, possession and maintenance of a valid California class B driver's license with the appropriate endorsements may be required.
- Depending on assignment, possession and maintenance of a valid Grade I Wastewater Collection System Operator Certificate issued by the California Water Environment Association (CWEA) may be required.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, 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; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

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 upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.