CITY OF EL CERRITO

MAINTENANCE SERVICES LEAD WORKER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To provide direction to crews engaged in the maintenance and repair of streets, storm drains, sidewalks, and parks; and performs semi-skilled and skilled maintenance duties, including heavy equipment operation. Assists the Maintenance Services Supervisor in organizing, evaluating, and planning work done by City maintenance personnel and through maintenance contracts.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level position in the maintenance services class series. This position is distinguished from the higher class of Maintenance Services Supervisor in that the Maintenance Services Supervisor is the section's first line supervisor, responsible for planning, scheduling and overseeing work assignments. The Maintenance Services Leadworker is distinguished from the journey level position of Maintenance Worker in that the Leadworker, as a member of the crew, provides lead direction over the crew's daily work activities; and performs the more complex duties requiring a higher level of skill. In addition, the Maintenance Services Leadworker provides assistance to the Maintenance Services Supervisor in organizing, evaluating, and planning work provided through contract maintenance services.

SUPERVISION RECEIVED AND EXERCISED

Receives specific direction and general supervision from the Maintenance Services Supervisor.

Exercises functional and technical supervision over other maintenance staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Assist with daily scheduling of the maintenance crew activities in the repair and maintenance of all public works facilities, including street resurfacing, repairing and patching, sidewalk, and curb and gutter removal and replacement; and parks maintenance, including park landscape irrigation repair and troubleshooting, and tree trimming/removal.

Provide administrative help in organizing, evaluating and planning work assignments for work performed by contract maintenance services.

Provide lead direction over the daily work activities of the maintenance crew; and resolve problems and questions as they arise at the work site.

Participate in the full range of public works and park maintenance activities; perform the most difficult maintenance and repair duties including heavy equipment operation.

Assist in the training of assigned employees to increase their skills in the maintenance, construction and repair of streets, storm drains, sidewalks and parks.

Conduct "tailgate" safety meetings and other safety instruction for workers under direction of Maintenance Services Supervisor.

Essential Functions: (continued)

Operate a variety of power construction and maintenance equipment used in street and park maintenance

and repair; operate light and medium-sized construction and power equipment, such as mechanized broom, back hoe / loader; operate motorized vehicles and equipment, including dump truck, pickup truck, utility truck, bucket truck, tamper, plate compactor, saws, pumps, propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, and other specialized equipment as needed.

Organize personnel, materials, supplies, and equipment required for each of the crew's assigned projects.

Maintain accurate and up-to-date records on materials and supplies used in the performance of a variety of projects.

Maintain tools, supplies, equipment and materials necessary to perform the work; and provide recommendations for ordering supplies.

Determine the locations of storm drain facilities prior to excavation.

Perform routine inspection and preventive maintenance on assigned equipment and refer defects or needed repairs to supervisor.

Perform all duties in conformance with appropriate safety and security standards.

Marginal Functions:

As assigned, respond to complaints; evaluate situations; explain findings to supervisor.

Serve on various employee or other committees as assigned.

Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

Materials, methods, practices and equipment used in public works and park maintenance repair activities.

Occupational hazards and standard safety precautions necessary in the work.

Safe work practices

Ability to:

Provide lead direction and training to other maintenance staff.

Read and interpret construction plans and specifications; and interpret and work from sketches.

Communicate effectively verbally and in writing.

Establish and maintain effective working relationships with maintenance staff, other departments' employees and the public.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of increasingly responsible experience comparable to that of a journey level Maintenance Worker, including prior general experience in public works maintenance.

Training:

Formal or informal education at a level that provides the ability to read and write at a level required by the job.

Licenses/Certificates/ Other requirements:

Possession of, or ability to obtain, an appropriate California driver's license as required by the assigned duties.

Possession of, or ability to obtain within six months of hire, a Qualified Applicator's Certificate issued by the State of California, Department of Pesticide Regulation, certified in categories B: Landscape Maintenance, and C: Right of Way.

PHYSICAL DEMANDS

Sitting:	Occasionally
Standing:	Constantly
Walking:	Constantly
Bending:	Frequently
Crouching:	Occasionally
Stooping:	Occasionally
Kneeling:	Occasionally
Crawling:	Occasionally
Climbing:	Occasionally
Balancing:	Occasionally
Running:	Never
Twisting:	Frequently
Turning:	Occasionally
Jumping:	Never

Lifting:

up to 10 lbs:	Frequently
11 to 25 lbs:	Frequently
26 to 50 lbs:	Frequently
51 to 75 lbs:	Occasionally
76 to 100 lbs:	Occasionally
100 + lbs:	Occasionally

Carrying

up to 10 lbs:	Frequently
11 to 25 lbs:	Frequently
26 to 50 lbs:	Frequently
51 to 75 lbs:	Occasionally
76 to 100 lbs:	Occasionally
100 + lbs:	Occasionally

Pushing/Pulling:

up to 10 lbs:	Frequently
11 to 25 lbs:	Frequently
26 to 50 lbs:	Frequently
51 to 75 lbs:	Occasionally
76 to 100 lbs:	Occasionally
100 + lbs:	Occasionally

Grasping – firm:	Frequently
Finger dexterity:	Frequently
Reaching forward:	Frequently
Reaching Overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Constantly

PHYSICAL DEMANDS (continued)

Coordination	-	Eye-hand:	Frequently
		Eye-hand-foot:	Occasionally
		Driving:	Occasionally to Frequently

Talking	-	Face-to-face:	Occasionally
		Verbal contact:	Frequently
		Public:	Occasionally
Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required
Hearing	-	Conversation:	Frequently
		Telephone:	Occasionally
		Earplugs:	Occasionally

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed uninvolved instructions, One or two-step instructions, Reading-simple, Writing-simple, Math skills-simple, Speaking-signaling, Taking instructions-helping, Setting up, Precision work, Operating-controlling, Driving-operation, Manipulation, Tending, Handling, Comprehend/follow instructions, Perform simple repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied, complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Indoors, Outdoors, Moving machinery, Dust/fumes/smoke/gases/etc., Excessive noise, Solvents/grease/oil, Slippery/uneven surfaces, Below ground, Vibration, Works around others, Works alone, Works with others, Required-safety glasses, Required-safety glasses, required-ear plugs, Required-hard hat, Required-protective clothing.

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