

CITY OF IRWINDALE

MAINTENANCE 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.*

SUMMARY DESCRIPTION

Under direction, leads, oversees, and participates in the more complex and difficult work of staff responsible for performing a variety of semi-skilled and skilled duties in the maintenance, repair, and construction of streets, parks, municipal buildings and facilities, utilities, and other city facilities; maintains and operates a variety of tools, equipment, and vehicles; and performs a variety of technical tasks relative to assigned areas of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Leads, plans, trains, and reviews the work of staff responsible for performing a variety of semi-skilled and skilled duties in the maintenance, repair, and construction of streets, parks, municipal buildings and facilities, utilities, and other city facilities.
2. Trains assigned employees in their areas of work including proper maintenance methods, procedures, and techniques.
3. Supervises the use, care and operation of maintenance tools and equipment; trains and instructs employees in the safe operation of maintenance tools and equipment.
4. Plans and implements scheduling of work activities for all maintenance services; processes service requests and work orders and assigns work to division staff; verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
5. Operates various maintenance equipment and hand and power tools in a safe and efficient manner including aerial lift, backhoe, skip loader, dump truck, trailers, power saws, power sanders, drills, air compressors, paint sprayers, table saws, chop saws, and welders; maintain tools and assigned equipment; perform preventive maintenance on equipment.
6. Performs the most complex work of the unit including performing weekly assessment of all streets within the City to identify potential hazards requiring immediate attention; removes debris from City streets due to illegal dumping.
7. Establishes and supervises traffic routing in compliance with the "Work Area Traffic Control Handbook".
8. Oversees and participates in repairing and installing traffic signs.
9. Oversees and participates in performing general repair on structures, utilities, landscape surfaces, and concrete sidewalks and surfaces including building forms, mixing, placing, and finishing concrete.
10. Oversees and participates in preparing and painting street curbs, removing and replacing damaged concrete and asphalt, raking and spreading asphalt, sealing cracks and patching streets, and performing pot hole patching and surface repairs.
11. Oversees and participates in performing street marking and striping including street lines, crosswalks, and curbs using spray tank and brush.

CITY OF IRWINDALE

Maintenance Lead Worker (Continued)

12. Oversees and participates in painting buildings, walls, wood, and concrete surfaces.
13. Oversees and participates in removing graffiti from all city owned facilities and public areas by various means including painting and pressure washing.
14. Oversees and participates in performing weed abatement manually and with the application of herbicide.
15. Installs and repairs landscape and street lighting, holiday decorations, and seasonal street banners.
16. Assists in the set-up and removal of equipment, structures and booths needed for special events.
17. Plants and maintains trees and shrubs including trimming and pruning trees, branches and shrubs.
18. Performs routine maintenance on equipment and vehicles.
19. Installs, repairs, operates, and maintains fountain.
20. Drives to various sites to pick-up parts, supplies, and materials.
21. Attends training classes and obtains all necessary certifications; utilizes proper safety precautions related to all work performed.
22. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
23. Serves as primary contact for off-hours emergency calls; assembles and directs maintenance crews to handle emergencies.
24. Estimates time, materials, and equipment required for jobs assigned; requisitions materials as required.
25. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of assigned maintenance programs.

Principles of lead supervision and training.

Advanced methods and techniques of maintenance and repair related to the area of assignment.

Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned.

Materials, methods, terminology, and tools used in the maintenance, repair, and construction of building structures including those used in performing rough and finished carpentry, plumbing, electrical and painting work.

Proper procedures used in the maintenance and repair of hand and power tools.

Basic electrical principles.

Methods and techniques of graffiti removal.

Methods and techniques of irrigation repair.

Practices and procedures of traffic control.

Occupational hazards and standard safety practices.

Principles and practices of record keeping.

Occupational hazards and standard safety practices.

Pertinent Federal, State, and local laws, codes, and regulations

Ability to:

Lead, organize, and review the work of staff.

Independently perform the most difficult maintenance tasks.

CITY OF IRWINDALE

Maintenance Lead Worker (Continued)

Interpret, explain, and enforce departmental policies and procedures.
Oversee and participate in performing a variety of general maintenance, construction, and repair work in the area of work assigned.
Perform a full range of semi-skilled and skilled tasks involved in a variety of building maintenance, repair, and construction activities including those requiring rough and finished carpentry, plumbing, electrical, and painting skills.
Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
Maintain and repair a variety of tools and equipment.
Operate power equipment and hand tools involved in public works and landscape maintenance, repair, and construction.
Perform a variety of irrigation work.
Ensure safety around work areas in high traffic.
Ensure adherence to safe work practices and procedures.
Work independently in the absence of supervision.
Respond to requests and inquiries from the general public.
Respond to emergency situations in an effective manner.
Understand and carry out oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Three years of general maintenance, repair, and construction experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability to work in an indoor and field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.