



CITY OF ALBANY LEAD MAINTENANCE WORKER

Under direction, plans, leads, coordinates, oversees, reviews, and participates in the more complex and difficult work of staff responsible for performing a variety of maintenance, repair, and construction work in the completion of public works activities and operations in the areas of streets, storm drainage and sewer systems, parks, landscaped areas, grounds, buildings, vehicles, equipment, and tools; operates maintenance and construction tools and equipment; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction and general supervision from the Public Works Manager. Leads, assigns, coordinates, and assists in evaluating the work of Maintenance Workers I and II.

Class Characteristics

This is the highest, leadership level classification in the Maintenance Worker series. This position performs the more difficult and complex tasks and requires strong leadership and administrative skills, as well as thorough knowledge, experience, skills, and abilities to perform all of the typical City maintenance tasks. The Lead Maintenance Worker will spend approximately half of his/her time performing leadership and administrative tasks and approximately half of his/her time performing maintenance tasks, either independently, or with other Maintenance Workers.

Examples of ESSENTIAL JOB 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 day-to-day, front line leadership, coordination, and oversight of all Maintenance Workers and their work.
- Coordinates with the Public Works Manager to prepare weekly Maintenance Work Assignment schedules; modifies schedules as necessary.
- Advises the Public Works Manager on Maintenance Workers' Requests for Leave and on job performance.
- Organizes and conducts the ongoing safety program for all Maintenance Workers; monitors safety practices at various work sites and ensures improper practices are corrected.
- Maintains inventory of maintenance supplies and requests that needed supplies be ordered.
- Executes quality control program for all Public Works maintenance work.
- Investigates and prepares reports on any accidents or injuries involving one or more Maintenance Workers.
- Maintains statistics on completion of routine maintenance tasks.
- Works with Maintenance Workers to identify maintenance problems and needs in the community that might not otherwise have been brought to Public Works' attention.
- Receives and evaluates internal and external Work Requests, including those dealing with difficult or complex situations and problems; assigns work to Maintenance Workers or contractors, as appropriate; follows up to ensure work is completed in a satisfactory and timely manner.
- Performs any or all of the maintenance tasks regularly undertaken by Maintenance Workers I and II, including, but not limited to the following:

Streets, Sewer and Storm Drainage Systems

Performs sewer and storm drain maintenance including: surveillance, inspection, flushing, rodding, cleaning; operates hand and power tools, and light and heavy construction equipment; paints traffic lanes, markers and curbs; paints by hand, and operates power paint spraying equipment; understands the fundamentals of signage; operates pressure washing and steam cleaning equipment; maintains, inspects, and repairs signs; performs graffiti removal; operates sign pole installation equipment; operate power street sweeping equipment.

Building Maintenance

Performs repairs to the exterior of buildings such as painting and gutter repair; performs repair to the interior systems, including plumbing, electrical, carpentry, floor coverings, painting, heating, air conditioning, appliances, locks, and security systems; provides emergency custodial services, pest control and graffiti removal; installs cabinets and new doors; performs building formwork; reconstructs interior walls.

Parks, Landscaping, Grounds

Performs mowing, weeding, trimming, pruning, cultivating, fertilizing, pest control, planting and cleaning of lawns, trees, plants and parks; cuts up and removes fallen tree branches and trees; removes and disposes of trash and litter; maintains and repairs park equipment and irrigation systems, including time clocks and programming of irrigation controllers; operates small trucks, dump trucks, backhoes, forklifts, ride-on mowers, walk-behind mowing equipment, weed eaters, edgers, and similar power equipment; utilizes a variety of tools and related mechanical equipment.

Vehicles and Equipment

Operates and performs basic maintenance and repair to vehicles and equipment, as required.

- Responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Performs related duties as assigned.

Knowledge of:

- Advanced principles, methods, materials, tools, terminology, techniques, safe work practices, and problems associated with the maintenance of streets, sewers, storm drains, grounds, landscaping, buildings, vehicles, and equipment.
- Principles of traffic control.
- Concrete finishing.
- Asphalt work, including laying, raking, proper depth, rolling, and compacting.
- Proper procedures used in the maintenance and repair of hand and power tools.
- Techniques for providing effective leadership and motivation to others.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- Occupational hazards and standard safety practices.
- Specific and general information concerning equipment, duties, tasks, and projects

Ability to:

- Lead, organize, and review the work of staff.
- Interpret, explain, and enforce department policies and procedures.
- Perform a variety of maintenance, construction, and repair work in the area of work assigned.
- Ensure safety around work areas in high traffic.

- Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Listen, understand, retain, follow, and apply a variety of verbal and written instructions and directions.
- Read and write English at a sufficient level for successful job performance (including the preparation of reports and the completion of forms); speak and enunciate English in an easily understood manner.
- Safely and effectively operate a wide variety of tools and equipment, including trucks and heavy motorized equipment;
- Ensure adherence to safe work practices and procedures.
- Access and work in various types of work sites, including confined spaces and steep and uneven hillside terrain.
- Correctly apply and work with various chemicals, including fertilizer, vehicle fluids, cleaning fluids, bleach, and janitorial supplies.
- Organize, prioritize, and carry out a variety of tasks in an efficient and timely manner.
- Maintain clear, accurate, and timely records.
- Type/word process accurately and at a speed sufficient for successful job performance.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

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 the completion of the twelfth grade, or completion of a job or technical training program in general construction, street maintenance, groundskeeping, building trades, or a related field, and five years of directly-related work experience, including two years of work in a lead or supervisory position.

Licenses and Certifications

A Valid California Driver's License.

In the event the State of California issues regulations requiring technical certification of sewer maintenance workers, employees in this classification will be required to obtain and maintain the technical certification required by the State.

Physical Demands

Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull objects up to 90 pounds; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Environmental Elements

Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; may be exposed, at times, to raw sewage and associated waste matter; 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.