

**CLASS SPECIFICATION  
Lead Maintenance Worker**

**GENERAL PURPOSE**

Under general supervision, provides lead work direction and performs advanced journey-level skilled and semi-skilled work in the construction, maintenance and repair of streets, curbs, sidewalks, gutters, storm drains and related public works facilities; provides lead work direction and participates in the removal of graffiti City-wide; operates a variety of light-, medium- and large-duty motorized maintenance and construction equipment; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Lead Maintenance Worker is the lead level class in the public works maintenance worker class series. Incumbents are accountable for supervising assigned crews, overseeing day-to-day maintenance activities and performing a full range of advanced journey-level construction, maintenance and/or repair duties on one of three crews: street maintenance; concrete repairs; graffiti removal/street sweeping. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

Lead Maintenance Worker is distinguished from Maintenance Worker II in that incumbents in the former class are given assignments requiring a higher level of skill, while providing lead work direction, scheduling, training and assistance to Maintenance Workers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below 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 this class.

1. Supervises, assigns, coordinates, inspects and participates in the work of crews engaged in graffiti removal, asphalt pavement replacement/repair, and the construction, repair and maintenance of streets, curbs, gutters, sidewalks, storm drains and related public works systems and facilities; assists the Street Maintenance Supervisor in locating and surveying job sites and determining maintenance needs; estimates labor, material and equipment required to complete assignments.
2. Provides on-the-job training in the proper and safe performance of the unit's work and the use of tools and equipment; sets up a job site, ensuring the use of basic safety rules, appropriate equipment, and proper work technique; inspects and evaluates the work of assigned crews; cleans up work sites upon completion of job.
3. Assists, supervises and schedules field personnel in performing a variety of street maintenance tasks; breaks and removes asphalt and pavement; digs, shovels, hauls and loads soils, sand, gravel, cement, asphalt mixes and other materials, tools, and equipment; operates a backhoe to grade roads; patches potholes; lays and rakes, rolls and irons hot asphalt and slurry seal; installs street guard rails, shoulders and barricades.

4. Supervises and participates in performing rough and finish concrete work; removes and replaces damaged concrete on streets, curbs, gutters, sidewalks and related facilities; builds and removes concrete forms; mixes, sets, trowels and finishes concrete, cement and masonry.
5. Removes and/or paints over graffiti on private and public property; mixes paints; prepares surfaces for painting; investigates and resolves citizen's complaints regarding graffiti.
6. Manages the City's herbicide application program; ensures herbicide applications are in compliance with state standards; applies herbicide on City rights-of-ways; trains staff on the safe handling and application of herbicides.
7. Provides lead work direction and participates in operating heavy motorized street sweeping equipment to sweep gutters, streets and alleys; adjusts, operates and replaces brooms; removes obstacles from street and gutter areas to permit access; works with Parking Control staff to deal with vehicles blocking sweeping routes; ensures maps are up-to-date and special sweeps are completed in a timely manner; responds to resolves citizen complaints regarding street sweeping operations.
8. Supervises and instructs personnel in the safe operation of light-, medium- and heavy-duty construction and maintenance equipment; operates various types and sizes of trucks and motorized equipment, such as dump trucks, tractors, backhoes, box pavers, rollers, patch trucks, boom trucks, compactors and reclaimers; inspects vehicles and reports maintenance as required.
9. Operates air compressor and pneumatic air tools, including spaders, tampers, jackhammers, breaking guns, blowers and concrete saws; operates hand and power tools and equipment for a variety of trades; maintains tools and equipment in proper working order.
10. Drives vehicles to work sites and sets up and removes barricades to protect crews from street traffic; directs traffic in roadways to protect crews.
11. Prepares and maintains a variety records and reports of work performed.

#### **OTHER DUTIES**

1. Performs special assignments as assigned.
2. Provides back-up on work crews as needed.
3. Coordinate and oversee the contracted crack sealing crew.
4. Coordinate, oversee and direct the herbicide application program.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Techniques and materials used in the maintenance and repair of streets, gutters, sidewalks, storm drains and related facilities.
2. Maintenance, adjustment and operation of complex light-, medium- and heavy-duty construction, maintenance and street sweeping equipment.

3. Laws and regulations pertaining to the operation of light-, medium- and heavy-duty construction and maintenance equipment.
4. Operation and maintenance of a wide variety of hand and power tools and equipment common to the field.
5. Safe work methods and safety regulations pertaining to the work.
6. Proper placement of cones, barricades and warning devices and directing traffic flow at job sites.

**Ability to:**

1. Plan, organize, supervise, assign, inspect and evaluate the work of others.
2. Develop and implement work standards.
3. Analyze public works maintenance problems, evaluate alternatives and recommend or adopt effective courses of action.
4. Operate assigned equipment and vehicles safely and follow safe work practices and procedures.
5. Adjust and perform preventive maintenance and make minor repairs on vehicles and equipment.
6. Operate and maintain a variety of hand and power tools and equipment used in the work.
7. Perform heavy manual tasks for extended periods of time.
8. Use appropriate safe-work practices and equipment.
9. Read and understand street maps and blueprints.
10. Prepare clear and concise records, reports and other written materials.
11. Understand and follow oral and written instructions.
12. Exercise independent judgment and initiative within established guidelines.
13. Establish and maintain effective working relationships with City management, staff, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and four years of journey-level experience in public works related construction or maintenance work; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid Class B California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

## **PHYSICAL AND MENTAL DEMANDS**

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

### **Physical Demands**

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 and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds, and occasionally 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.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City management, staff, the public and others encountered in the course of work, some of whom may be dissatisfied or quarrelsome.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions, near moving mechanical parts and in or near street traffic with significant exposure to unsafe or hazardous drivers. The employee is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is frequently loud.