

Job Title: Lead Maintenance Worker (REVISED 3-29-2024)

Department: Public Works

Reports To: Assistant Public Works Superintendent

Grade: 16

Range: \$50,363 – 73,423

Position Summary: Supervises daily field activities of crew in performing construction and maintenance for public infrastructure, including streets, sidewalks, trails, stormwater systems, parks, buildings, and related facilities. This is a working supervisor position.

Examples of Work (Essential Functions):

- Supervises and performs daily field activities with crews in construction and maintenance for public infrastructure, including streets, sidewalks, trails, stormwater systems, parks, buildings, and related facilities under general supervision. Performs supervision of daily tasks as directed by Assistant Public Works Superintendent.
- Supervises and performs daily field activities with crews in maintenance of city streets including guardrails, fences, traffic signs, traffic control setup, pavement markings, and crack sealing. Mills and overlays asphalt and patches potholes in streets.
- Supervises and performs daily field activities with crews in construction and maintenance of concrete sidewalks, trails, curb and gutter, courtyards, retaining walls, and related facilities.
- Supervises and performs daily field activities with crews in construction and maintenance of stormwater pipe, inlets, creeks, drainage ways, and structures. Inspects and cleans stormwater structures.
- Supervises and performs daily field activities with crews in performance of minor facility maintenance, including painting, construction and repair of interior building walls, plumbing, and mechanical work as required and qualified.
- Supervises and performs daily field activities with crews to construct and install traffic signs per MUTCD regulations.
- Supervises and performs daily field activities with crews to trim, water, and maintain trees, flowers, bushes, and shrubs.
- Supervises and performs daily field activities in performance of various landscaping duties on city property using gas-powered weed eater and chainsaw.
- Supervises and performs daily field activities and works with crews to pick up and dispose of trash, leaves, and debris and empties trash cans located throughout the City.
- Performs snow removal and ice control on streets, sidewalks, trails, and parking lots in 12-hour shifts until work is completed. Serves as second lead snow shift supervisor as assigned by Assistant Superintendent. Keeps accurate records of fuel and salt used.
- Supervises and performs daily field activities with crews in operation of dump truck, uni-loaders, street sweeper, front-end loader, snow plow, salt and sand truck, various landscaping mowers, and related equipment.
- Supervises and performs daily field activities with crews to load and unload gravel, dirt, and other materials, tools, and equipment.

- Supervises and performs daily field activities with crews in use of a variety of materials and supplies such as rock, asphalt, dirt, salt, concrete, and sod to complete work.
- Supervises and performs daily field activities with crews to haul materials, and transport vehicles and equipment to job sites using various trucks and transporters.
- Supervises and performs daily field activities and works with crews to clean or prepare sites to eliminate possible hazards.
- Works in conjunction with Assistant Superintendent to ensure all safety policies and regulations are followed and adhered to by self, others, and the public. Supervises the daily field activities and works with the crew to perform the functions of the job without posing a threat to the health and safety of others and self.
- Implements training program and trains crew on safety and operation of equipment and vehicles in conjunction with the Assistant Superintendent.
- Supervises daily activities of crew in maintenance of accurate records of daily mileage, materials delivered, timesheets, plant tickets, fuel tickets, and equipment used by location and project.
- Supports City special events and activities by closing streets, providing signage, picking up trash, setting up, and working with volunteer groups.
- Acts as lead field person and oversees work of other crew members on a daily basis with minimal supervision.
- Communicates effectively with the public during daily field activities and provides excellent customer relations.
- Assists Assistant Superintendent in implementing and inputting asset management data into asset management program.
- Performs minor repairs and preventative maintenance on all vehicles and inspects vehicles daily prior to operation.
- Trains employees on vehicles and safety procedures in conjunction with the Assistant Superintendent.
- Performs all other related tasks as required.

Examples of Work (Marginal Functions):

Certificate, License: Must possess valid Class B commercial driver's license with air brake endorsement or be able to obtain one within six (6) months from the date of employment.

Required Education and/or Experience:

Four to six years related experience, high school diploma or G.E.D. and/or training; or equivalent combination of education and experience. Experience in equipment operations and street maintenance experience.

Abilities, Knowledge, Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to calculate asphalt and concrete quantities necessary for projects.

- Ability to apply common sense understanding to carry out instructions and directions furnished in written, oral, or diagram form.
- Ability to establish and maintain effective working relationships with associates, public and others.
- Ability to communicate with residents, city employees, contractors, etc. and handle hostile situations in a calm and reasonable manner.
- Ability to perform manual labor for extended periods, often under unfavorable weather conditions.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to understand and follow specific oral instructions.
- Ability to use the computer to send and receive emails, log into time reporting system and utilize Microsoft office and excel to prepare memos or track work.
- Knowledge of municipal repair and maintenance procedures.
- Knowledge of the safe use, operation, and preventive maintenance of assigned equipment. Must be able to operate all equipment efficiently and follow safety protocols.
- Knowledge of traffic laws and regulations governing equipment operation.
- Skill in the use of assigned equipment.

Supervision: Responsibilities include planning, assigning and directing work. Supports Public Works Leadership with personnel management.

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

While performing the duties of this position, the employee is exposed more than two thirds of the time to conditions such as moving mechanical parts; cleaning and lubricating chemicals and ingredients that would expose the employee to fumes, dust, and other air contaminants that may cause eye and skin irritation, toxic or caustic chemicals, and outside weather conditions of rain, snow, heat, cold, and a variety of atmospheric conditions. The employee may also be exposed to high, precarious places while climbing on a ladder or in a bucket truck, and vibration and noise while using power tools and equipment. The employee may work in heavy vehicle traffic conditions, and often work with constant interruptions. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position includes being on-call 24 hours a day, including weekends and holidays.

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

While performing the duties of this position, the employee is regularly required to stand and walk, walk on level and slippery surfaces; use hands to fingers repetitively, grasp, handle, or feel; and reach with hands and arms and talk or hear. The employee is occasionally required to sit, run, climb, balance, stoop, squat, bend, twist, turn, kneel, crouch, or crawl. This includes lifting, carrying, moving, pushing or pulling up to 25 pounds of force constantly to move objects, up to 50 pounds of force frequently, and the exertion of 100 pounds of force occasionally with tools, equipment, and supplies. Employee must be able to smell odors.. Specific vision abilities required by this job include close vision, depth perception, distance vision, and ability to adjust focus when inspecting work, evaluating defects and using small parts, use of measuring devices, assembly or fabrication of parts, reading reports and meters, and driving equipment. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SIGNATURE and APPROVAL

Employee

Date

Department Director

Date

City Administration

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.