



Department: Public Works
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FLSA Status: Non Exempt
Prepared Date: Dec. 28, 2016

JOB TITLE: Lead Maintenance Worker

SUMMARY:

Oversee all field construction projects performed by Public Works staff. Perform skilled journey level work in the Public Works field, including street maintenance, water distribution systems, wastewater collection systems, storm water collection systems, facilities maintenance, parks, and other Public Works areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:

- Maintains awareness of safety procedures and practices them on all work assignments.
- Oversees all field construction projects performed by Public Works staff, and maintains control of all applicable aspects of jobsites.
- Directs Public Works Equipment Operator and Maintenance Worker I/II staff on a daily basis as to project priority and scope of work.
- Operates City vehicles and equipment in a safe and efficient matter.
- Demonstrates proper care and use of vehicles and equipment.
- Maintains Public Works work order and maintenance record systems.
- Performs the maintenance, repair, construction and installation work of streets, parking lots, and other paved surfaces.
- Performs re-paving, patching, overlaying, chuck hole and crack sealing repair of asphalt.
- Maintains, replaces, and repairs water, wastewater, and storm water utility pipelines, services and appurtenances.
- Performs emergency repairs to water, wastewater, and drainage systems.
- Operates and maintains wastewater pump stations and related equipment.
- Opens and prepares trenches for utility installation, backfills trenches and repairs street upon completion of work.
- Operates and maintains a variety of hand and power tools and motorized equipment used in maintenance work.
- Measures, cuts and threads pipe.
- Sets up traffic control devices at work sites on the streets.
- Responds to citizen complaints and answers questions.
- Maintains logs of daily activities.
- May assist in other areas of Public Works operations.
- May perform general carpentry, electrical, plumbing, HVAC, painting and mechanical maintenance and/or construction work in facilities maintenance.



- May maintain warehouse and stocks of supplies and equipment.
- Assist with set up and take down of equipment and facilities related to Special Events.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of all appropriate City, State and OSHA standards, policies and regulations and safe work practices related to utility maintenance and repair work in all types of work zones.
- Knowledge of general utility maintenance and repair techniques and procedures.
- High school diploma or general education degree (GED; Maintenance Worker I/II). Two years related experience and/or training or equivalent combination of education and experience (Maintenance Worker II).
- Perform math calculations quickly and accurately.
- Understand and follow oral and written instructions.

Possess the ability to:

- Interact effectively with the public and employees.
- Supervise others in a fair and effective manner.
- Ensure that safe work procedures and practices are followed.
- Understand municipal laws and regulations regarding customer's use of utility services of the City of Shasta Lake.

Possess the knowledge of:

- Operations of municipal utilities.
- Personal and jobsite safety principles and procedures.
- Practices, methods, and tools used in the construction, maintenance, and repair of underground utilities.
- Geography of the City.
- Ability to operate a computer. Ability to work with Microsoft Office and general office-environment software.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Five (5) or more years of experience in the field of Public Works, equivalent in working capacity to the positions of Equipment Operator and/or Maintenance Worker II.
- Possession of California Water Environmental Association (CWEA) Collection System Maintenance Certificate.



REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid California Class A driver's license (within one year of hire date).
- Possession of a California Department of Health Services Distribution Certificate Grade D3.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

PHYSICAL DEMANDS:

- Sitting, standing, stooping, walking, climbing, grasping, lifting, crouching, crawling, manual dexterity, clear speech, clear hearing, clear seeing and driving.
- Required to climb or balance and perform work which involves lifting, pushing and/or pulling of objects which approximate 50 pounds.
- The physical demands described here 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 the essential functions.

WORK ENVIRONMENT:

- Exposed to extreme outside weather conditions.
- Occasionally exposed to wet and/or unsanitary conditions.
- Works with various outside conditions that may include animals, insects, poison oak, toxins, chemicals and fire.
- Occasionally exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals.
- Noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.