

## CITY OF FORT BRAGG JOB DESCRIPTION

**JOB TITLE:** MAINTENANCE WORKER LEAD

**REPORTS TO:** ASSISTANT DIRECTOR OF PUBLIC WORKS      **TYPE:** FBEQ – Non-Exempt

*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.*

### **POSITION SUMMARY:**

Under general supervision of the Assistant Director of Public Works, the Maintenance Worker Lead is a journey-level classification and is a working lead position. On assigned shifts, incumbent performs the full range of tasks associated with utility operations and maintenance. The Maintenance Worker Lead supervises, works, assists, and provides other support for the day-to-day field activities of Maintenance Workers engaged in the operation, maintenance, and repair of the City's streets and transportation infrastructure, and other City facilities including parks, playground inspections and documentation, as well as supervises the wastewater collection/water distribution system workers. This class assists in Safety Training, enforcement of safety procedures, and rules and General Orders of the Public Works Department. This class uses initiative and independent judgment within the general parameters and direction established by the Assistant Director of Public Works in scheduling, planning, organizing, and reviewing the maintenance activities of assigned maintenance division personnel.

### **ESSENTIAL FUNCTIONS:**

*Essential functions may include, but are not limited to the following:*

Ability to lift items of up to 100 pounds to waist level; small motor skills; sense of feel, smell; ability to hear and give oral instructions and hear equipment sounds; frequent walking on hard, uneven and or slippery surfaces; bending, kneeling, squatting working on ladders and scaffolding; climbing ladders of up to 40 feet in height; frequent bending, squatting and kneeling; ability to speak, read and write English, read instructions and write reports.

Constant exposure to sun; working in low temperatures and high humidity environment; exposure to objectionable odors loud noise and vibration; exposure to airborne dust; use of senses of vision, hearing and smell to diagnose problems; working in confined space or cramped body position. This position may involve work in heavy traffic with exposure to variable weather, noise, dust, vibrations, airborne particles, raw sewage, grease, oil, cleaning chemicals, solvents, and hazardous waste spills.

### **TYPICAL DUTIES AND RESPONSIBILITIES:**

- Direct the day-to-day work activities of all Public Works maintenance personnel.
- Develop work schedules for personnel assigned to the Public Works Maintenance Division.
- Keep employees on task and schedule; provide ongoing assignments and oversee large complex tasks.
- Provide weekly report to Assistant Director of Public Works of tasks completed.
- Determine necessary equipment, personnel, and material needs for maintenance staff to complete assigned projects and preventative maintenance activities.
- Train employees in various task-oriented procedures, equipment, and safety procedures.
- Perform safety meetings and document.

## **JOB TITLE: MAINTENANCE WORKER LEAD**

---

- Coordinate with Water and Wastewater Lead Operators on joint projects; identifying priorities, scheduling, planning and allocation of resources.
- Provide management with input on performance of subordinates.
- Participate in the development, design and implementation of professional training programs related to utility operations and maintenance including water, wastewater and storm-drain.
- Excavate, dig and shore trenches around multiple underground utilities with a variety of specialized heavy equipment.
- Interpret departmental and City policy and procedures, rules, and regulations. Document meetings with employees to implement those procedures, rules, and regulations.
- Perform underground service marking.
- Provide electronic, verbal and written documentation of all sewer spills and overflows to all regulatory agencies.
- Ensure all sewer maintenance protocols are completed on a regular basis in accordance with the City's Sanitary Sewer Management Plan.
- Control all Public Works Department Inventory and provide basic reports at year end.
- Assist with the City Budget, Hazardous Materials Business Plan, air resource permitting and reporting and solid waste recycling inventory.
- Document water leaks, verify and file completed work orders, track changes to all underground utilities, traffic safety maps and inventories, and update changes into data bases.
- Inspect and operate heavy duty vehicles and specialized equipment including high pressure jetting equipment, vacuum/hydrojetter combination vehicles, dump trucks, backhoe and other excavation equipment.
- Respond to customer complaints and inquiries; build and maintain positive relationships with the public.
- Participate in the standby schedule for after-hours emergencies and call outs; respond to after-hours emergency situations, work assigned overtime as needed.
- Perform a variety of utility service repairs and water, wastewater and storm-drain replacements including water mains, valves and services, sewer mains and laterals, storm drain piping, and other City owned infrastructure.
- Perform multiple street and sidewalk repair and maintenance functions including asphalt patching, sub-grade replacement, striping, sign installation, graffiti abatement, concrete grinding, and new sidewalk installation.
- Perform other duties as required.

### **MINIMUM SKILLS, KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Principles and practices of providing training and effective day-to-day direction to others;
- Construction and maintenance materials, methods, and terminology as they relate to public works operations; and adherence to City Construction Standards;
- Operation and use of a variety of power-driven and heavy construction tools and equipment in performing skilled construction, maintenance, and repair work, including operation of specialized trucks;
- Potable water distribution and wastewater collection system maintenance standards and regulations;



## **JOB TITLE: MAINTENANCE WORKER LEAD**

---

- Safe work practices, including safety procedures for operating power and heavy construction equipment, working in traffic, confined spaces, open trenches and other hazardous conditions. Occupational hazards and safety practices relative to public works projects and activities.

### **Ability to:**

- Plan, set up and delegate tasks to others;
- Communicate effectively to subordinates and supervisors.
- Set priorities and meet deadlines;
- Accurately read reports, service requests, meters, and charts;
- Execute and interpret mathematical problems and calculations;
- Work safely around a variety of hazardous chemicals;
- Perform a variety of skilled and semi-skilled maintenance and construction related tasks;
- Use a variety of hand and power tools and perform heavy manual labor under adverse working conditions;
- Wear personal protective equipment; lift and carry 75 pound bags of material and move 55 gallon drums;
- Understand and carry out oral and written directions in order to accomplish assigned tasks in a timely manner;
- Read and interpret work orders, diagrams, blueprints and maps; and
- Calculate quantities of materials needed to complete tasks.
- Ability to learn the advanced features of Microsoft Excel, Word, Publisher, PowerPoint, and Outlook.
- Ability to learn AutoCAD, Global Information System (GIS), Google Earth, Springbrook software, Best Lock Key control and Lock making is also required.
- Position requires working assigned shifts, which may include day, swing, nights, weekends, and holidays as well as participate in after hour standby call-out rotation.

### **MINIMUM EDUCATION/EXPERIENCE:**

- High school diploma or GED (General Equivalency Diploma); and
- At least five-years' experience performing maintenance, repair, and construction of streets, drainage, water and wastewater systems to demonstrate possession of the required knowledge and abilities;
- Two (2) years in a senior level Maintenance Worker or Lead classification or comparable experience;
- Basic knowledge of Microsoft Office products including Outlook, Word and Excel.

### **LICENSES/SPECIAL CERTIFICATION:**

- Possession of a valid class B California driver license including necessary special endorsements, and required by the State of California to perform the essential job functions of the position.
- Obtain "Competent Person Excavation" and "Flagging Traffic Control" Training within the first year; and "Confine Space Rescue Operations" Certificate within three (3) years.
- Possession of a California Water Distribution Operator Grade II (D2) or the ability to obtain one within 18 months of appointment

**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

