

City of Sweet Home Job Description

Job Title: Maintenance Lead Worker
Department: Public Works
Reports To: Maintenance Superintendent
FLSA Status: Nonexempt
Union Position: Yes
Created/Revised: October 2006
Approved By: Public Works Director and Union Local President
Approved Date: November 30, 2006
Reviewed By: Norman Sharp Glumft
Reviewed Date: December 6, 2006

SUMMARY:

Maintains and repairs property of municipality by performing a variety of tasks at the journeyman or skilled level and operates one or more pieces of complex power equipment in construction and maintenance operations. Is under moderate to minimal supervision and uses independent judgment on a routine basis as directed by the maintenance superintendent.

Organize, schedule, assign and supervise the operations and maintenance activities for two or more of the public works maintenance services functions involved with streets, water distribution, and storm drain/sanitary sewer collection. Recommend medium and long-term projects within functional area and perform special studies in support of division

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not exclusively limited to, the following. Other duties may be assigned.

- Be at work on time.
- Be available for work.
- Give a full day's work.
- Respond in a positive manner to directions.
- Learn present job as well as new jobs.
- Adjust to change.
- Get along with others.
- Know and follow the rules, policies, practices and procedures of the department.
- Be physically and mentally fit for work.

Provide first-line supervision to employees involved in maintaining water distribution, storm drainage/sanitary sewer collection systems, streets maintenance and small waterline replacement, including assigning and reviewing work; scheduling long and short-term projects; evaluating performance; taking and/or effectively recommending necessary personnel and disciplinary actions; and, resolving employee complaints.

Instruct or ensure instruction of subordinates in the appropriate use of materials, methods, tools and equipment, including safety measures. Observe employee activity and equipment operation for safe practices. Organize and coordinate volunteer activities.

May perform the following duties - Administer the cross connection control program. Monitor backflow device testers and tests performed on backflow prevention devices within water distribution system boundaries. Inspect customers' facilities, review plans for new construction, specify required prevention devices and complete required program-related reports.

Supervise and coordinate the purchase/delivery of materials on site, monitor effective use of personnel and equipment and the progress of work, according to plans and schedules.

Review plans for proposed new development from practical standpoint and provide recommendations to appropriate personnel.

Prepare estimates and obtain quotations for inclusion in preliminary departmental budget request and construction projects.

Respond to various questions, resolve problems and provide technical assistance as they arise at the worksite and make decisions within established policy guidelines. Respond to citizen inquiries and complaints regarding crew activities.

Maintain records and prepare reports regarding work activities, material usage, etc. Draft specification lists. Prepare work orders for billing.

Respond to unusual or emergency situations, including first call after normal business hours, recommend responses for resolution of problems and advise Maintenance Superintendent of nature and actions taken.

Attend evening meetings as required.

Develop and sustain positive, cooperative, team-oriented working relationships with supervisor, co-workers and ancillary staff.

Follow all safety rules and procedures for work areas

AUXILIARY JOB FUNCTIONS: Perform job site supervision of crews in the absence of Crew Leaders. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

SUPERVISORY RESPONSIBILITIES:

This is considered to be a lead worker position which involves a high level of skills in construction and maintenance work. Responsible for over 10, seldom over 25 FTE, through multiple Crew Leaders, in which, this position carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include training employees; directing work; addressing complaints and resolving problems.

Works under the direction of the Maintenance Superintendent.

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

Passing a pre-employment drug test is required.

EDUCATION and/or EXPERIENCE:

MANDATORY REQUIREMENTS: Equivalent to high school plus additional broad training equal to two years of college and five years related experience with at least two years of supervisor experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Extensive knowledge of the materials, methods, techniques and federal and state guidelines used in the construction, maintenance and operation of water distribution and sewer collection systems, streets, parks, and, occupational hazards and safety precautions. Knowledge of principles of supervision and personnel practices.

Considerable knowledge of operation and services of complex power equipment and vehicles used in construction and maintenance.

Considerable knowledge of appropriate materials, methods, tools, equipment and practices involved in the construction maintenance and repair of Public Works facilities.

LANGUAGE SKILLS:

Ability to understand and follow oral instructions.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and

decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

MANDATORY REQUIREMENTS: A valid State of Oregon Motor Vehicle Driver's License is required. Within 30 days of appointment, must possess a valid Class "A" Commercial Driver's License with air brake, tank and hazmat endorsements. Within one year of appointment, must possess Water Distribution II AND Wastewater Collection Level III certifications. Within two years of appointment, must possess Cross Connection Inspector certification.

DESIRABLE REQUIREMENTS: Possession of Public Pesticide Applicators License, Work Zone Traffic Control certification, hazardous material training at incident command level, and current CPR/First Aid card. Possession of above Distribution and Collection or greater and Cross Connection Inspector certifications at time of hire.

PHYSICAL DEMANDS:

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.

Ability to perform heavy manual labor for extended periods.

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis and may infrequently require moving materials weighing up to 150 pounds approximately five times per year while responding to emergency situations. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, standard office equipment and occasionally motorized equipment.

WORK ENVIRONMENT:

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.

Ability to form efficient and effective working relationships with other employees and the public.

Approximately 70% of the work period occurs under usual office working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noises. The remaining 30% takes place outdoors with exposure to all weather conditions, at work sites with exposure to noise levels which may require hearing protection, chemicals, dirt, dust, fumes, confined spaces, etc.