CITY OF ST. HELENA
MAINTENANCE LEAD WORKER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under direction, leads, oversees, reviews and performs work activities and duties assigned to the Maintenance Worker series, including maintenance and construction work in one or more Public Works operations; assumes responsibility for the more difficult and complex tasks; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Lead Worker is the advanced journey level and lead class in the Public Works Maintenance series in which incumbents are expected to independently perform the more complex duties assigned to the Maintenance Worker series. Incumbents perform skilled work in maintenance and construction tasks. This classification is distinguished from the next higher classification of Public Works Supervisor, which provides overall supervision to an operational unit within the Public Works maintenance program.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from a Public Works Supervisor. Exercises direct and indirect supervision over lower level Maintenance Worker staff.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Leads, oversees, reviews and performs the work of staff responsible for maintenance, repair, construction, installation and operational work in streets and sewers, landscapes, parks, water, and building maintenance; develops and implements crew assignments; assists maintenance staff in troubleshooting and performing the more complex maintenance, repair or operational activities; reviews work performed and work quality; participates in the evaluation of assigned personnel.

- Streets and Sewers: Breaks, removes, crack seals, hydropatches, and repairs surfaces; digs, shovels, hauls, loads and unloads materials; operates jack hammers, tampers, pavement breakers, and other hand and power tools; rolls and irons asphalt; operates trucks, backhoes, rollers, street sweepers, aerial lifts, and other construction vehicles and equipment; assists in the installation and maintenance of City signs, road markings, striping, and delineators; paints street lines and crosswalks; performs concrete sidewalk, curb, gutter, and ramp installation and repair; installs bricks and pavers; installs, maintains and repairs street lights; installs shoring and trench plates; monitors underground service alert (USA's) and marks when necessary; sweeps streets and sidewalks; cleans stormdrains and ditches; hydro flushes and rods; repairs and installs sewer collection lines; mows roadsides.

- Water: Performs installation, maintenance and repair of the City's water distribution system; digs,
shovels, hauls, loads and unloads materials, operates jackhammers, asphalt and concrete saws, pipe
threaders, cement mixers, and other hand and power tools; inspects for and repairs leaks in meters and
lines; operates pipe and leak detecting equipment; notifies customers of problems or disruptions of
water service; monitors underground service alert (USA's) and marks when necessary; checks pump
stations and records flows; flushes and flow tests hydrants; reads meters on an assigned route and
records readings; re-reads meters as necessary and investigates unusual readings and customer
complaints; identifies and replaces faulty water meters when required.

- **Buildings, Grounds and Parks:** Performs skilled and semi-skilled work in building and facility
  maintenance, including carpentry, plumbing, mechanical, electrical, and painting; performs general
  cleaning of buildings, facilities and grounds; repairs and installs electrical outlets, fixtures, switches,
  and wiring; performs interior and exterior painting and staining; stocks paper supplies and other
  supplies as needed; mows, edges and weeds landscaped areas; plants trees, flowers and shrubs; assists
  in the installation of new park areas; maintains and upgrades all City parks, pathways and landscape
  areas; repairs and installs landscape irrigation systems; assists in the application of herbicides and
  pesticides; inspects facilities, grounds and park play equipment for conditions needing repair and
  maintenance.

- Performs cement work, installation of bricks and pavers, minor carpentry, tree trimming and traffic
  control; operates trucks and other maintenance and construction equipment; maintains and cleans
  assigned vehicles and equipment; inspects tools and equipment for safety and mechanical defects;
  assists with City sponsored functions; responds to after hours call-outs as assigned.

- **Supervises** the operation and maintenance of construction and maintenance equipment and/or
  machinery; provides training of lower level personnel in the areas of work; ensures adherence to safe
  work methods, procedures and practices; identifies training opportunities and needs; makes
  recommendations to higher level staff.

- Responds to the more difficult questions and concerns from the general public; provides information as
  is appropriate and resolves public service complaints.

- Demonstrates a full understanding of applicable policies, procedures and work methods associated
  with assigned duties; evaluates assigned work projects; estimates time, materials and equipment
  necessary for the successful completion of the project; acquires necessary resources as is appropriate;
  assists in the development of budgets in the areas of assignment; assists in the development of work
  plans, procedures and schedules.

- Establishes positive working relationships with representatives of community organizations, state/local
  agencies, City management and staff and the public.

**WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning,
kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the
performance of daily duties. The position also requires both near and far vision when inspecting work and
operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25
pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather
conditions, including wet, hot and cold. The incumbent may use chemicals which may expose the
employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to
climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy
equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to
after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and
requesting such accommodations.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the
classification.)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities
necessary for a Maintenance Lead Worker. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in construction and
maintenance of streets, water distribution, parks or buildings and grounds equivalent to that of a
Maintenance Worker II with the City of St. Helena, and a high school diploma or equivalent.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver’s license, and possession of,
or ability to obtain a City Tree Worker certification. Possession of a class B California driver’s
license may be required for some positions.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS’s
necessary to perform essential duties of the position.)

Knowledge of:

Practices, techniques and materials used in maintenance, construction, mechanics and repair of
streets, lighting, traffic signs and markings, buildings, parks, grounds, sewer collection and water
distribution facilities; operational characteristics of standard construction and maintenance tools and
equipment; practice and procedure used in weed abatement; safety requirements for operation of
trucks and other equipment; methods and techniques of supervision, training and motivation;
applicable federal, state and local laws, codes and regulations; methods and techniques of
scheduling work assignments; methods and techniques for record keeping; occupational hazards
and standard safety practices.

Ability to:

Lead and perform maintenance, repair and installation of asphalt, signs, lighting, concrete and
storm drains; operate a variety of tools and equipment used in maintenance and construction;
operate hand and power tools competently and safely; perform heavy manual labor; respond to
after hours call-outs as assigned; reside within a thirty minute response time of the downtown City
area within three months of employment; interpret, explain and apply applicable laws, codes and
regulations; work independently and as part of a team; make sound decisions within established
guidelines; follow written and oral directions; observe safety principles and work in a safe manner;
communicate clearly and concisely, both orally and in writing; establish and maintain effective
working relationships.

Skill to:
Safely and effectively operate a variety of maintenance equipment, tools and materials.