



POSITION DESCRIPTION

Title:	Public Works Maintenance Lead Worker	Department:	Public Works
Type:	Regular	FLSA Status:	Non-Exempt
Pay Range:	PW/144	Revised:	10/2016

DEFINITION

To coordinate, lead, and participate in semi-skilled and skilled tasks in the construction, maintenance, and repair of the Town's public works, buildings, and facilities. To operate heavy construction and maintenance equipment and provide technical leadership for field staff and road crews.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Public Works Maintenance Supervisor and general supervision from the Public Works Maintenance Manager. Exercises functional and technical supervision over other maintenance staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain tools, supplies, equipment, and materials necessary to perform the work; order supplies as authorized and keep up-to-date records of materials and supplies used.
- Communicate and work with other departments and local agencies when needed.
- Provide lead supervision and training to other maintenance staff.
- Operate construction and maintenance equipment such as loaders, graders, plow trucks, snow plows and blowers, cinder spreaders, rollers, striping equipment, and street sweepers to perform a variety of construction, maintenance, and snow removal operations involving streets, sidewalks and gutters, roadway shoulders, and storm drains.
- Use concrete cutting and breaking equipment; operate a jackhammer; place and finish concrete; construct concrete forms and perform carpentry work.
- Perform work in emergency situations as required.
- Manufacture and install traffic signs and poles; remove when no longer required.
- Maintain daily work logs, vehicle operation logs, and street maintenance reports.
- Repair, replace, and maintain electrical wiring, fuses, switches, motors, generators, lighting systems, and other fixtures and equipment.
- Perform hand and bench work, operating planers, joiners, drill presses, power saws, and other woodworking machinery.
- Build rough wooden structures such as barricades, fences, and scaffolds; perform rough carpentry on park and other Town buildings.
- Maintain and repair the interior and exterior of buildings including painting, plumbing, dry wall, electrical, etc.

- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Occupational hazards and standard safety precautions.
- Uses, methods, techniques, tools, and the operational characteristics of mechanical equipment used in the construction and maintenance of public works and parks facilities.
- Standard practices, methods, materials, and equipment used in construction and maintenance work.
- Operation of a variety of light and heavy power-driven equipment and snow removal equipment.
- Traffic laws and rules used in truck and heavy equipment.

Ability to:

- Supervise and train staff.
- Perform skilled maintenance, construction, and repair work in the area of work assigned.
- Use and operate hand tools, mechanical equipment, power tools, and equipment required for the work in a safe and efficient manner.
- Operate a variety of heavy and light power-driven equipment, both gas and diesel.
- Work independently in the absence of supervision.
- Perform heavy manual labor.
- Read and interpret basic maps, blueprints, construction drawings, and schematics.
- Learn, understand, and interpret departmental policies and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. Additional specialized training in heavy construction and/or equipment operation and/or in the building trades is highly desirable.

Experience:

Two years of experience in public works construction and maintenance involving the operation of heavy maintenance equipment, including motor graders, loaders, and snow removal equipment; or, two years of experience in building maintenance and construction work involving a wide range of systems, components, and related equipment.

Licenses:

Possession of a valid California Class A driver license, with appropriate Department of Motor Vehicle endorsements.

TOOLS AND EQUIPMENT USED

Motorized vehicle and equipment, including dump truck, pickup truck, utility truck, tamper, place compactor, saws, pumps, emulsion spray unit, asphalt crack sealing equipment, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch. Computer and office equipment.

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.

While performing the duties of this job, the employee is frequently required to use hands to finger, grasp, squeeze, or feel in order to operate or manipulate objects, this will frequently involve repetitive arm and wrist use. The employee will frequently be required to reach above and below shoulders with hands and arms and is frequently required to stand, walk, talk, hear, and smell for up to 12 hours a day. The employee is frequently required to sit, climb ladders/stairs, balance, stoop, kneel, crouch, twist, and crawl. Frequent operation of motor vehicles and foot pedals is required. Frequent walking on even and uneven surfaces is required.

The employee is required to frequently lift and/or pull or push up to 50 pounds and occasionally up to 100 with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions. Ability to maintain work pace, relate to others, advise, counsel, influence, lead, train or give instruction, supervise employees and work independently as well as in group activities. Employee is expected to regularly interact with the public.

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.

While performing the duties of this job, the employee frequently works in outside weather conditions, which may include extreme cold, windy and other wintery conditions. The employee frequently works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

Employee will be subject to pre-employment and random drug and alcohol tests per Department of Transportation regulations and Town of Mammoth Lakes policies and procedures.

Received and Reviewed by:

Employee Signature

Date