

City of Glendale

POSITION TITLE: Lead Maintenance Worker

REPORTS TO: Public Works Superintendent

FLSA Status: Non-exempt

Pay Grade: \$23.105 – 24.625/hour

Supervises: Public Works Maintenance Workers

POSITION SUMMARY: Direct crew and performs heavy and light maintenance work on City streets and infrastructure and/or park areas, including reconstruction and performing semi-skilled tasks in a variety of trades not requiring journeyman level skills. In the absence of the Public Works Superintendent assumes all duties of the Superintendent.

FUNCTIONS OF THE JOB

Essential Functions:

1. Perform wide variety of tasks required for maintenance and repair of public works and park areas, e.g. grass cutting; tree trimming; snow removal; concrete and asphalt repair of streets, aprons, and sidewalks; clean, maintain, and repair drainage structures, culverts, storm sewers, etc.
2. May be required to investigate citizen complaints regarding streets, park areas, and storm water drainage and/or sewers.
3. May perform simple carpentry work.
4. Operate all equipment and tools in a safe and prudent manner, including use of safety harness, kidney belt and other appropriate or required safety gear, being responsible for safety of self, co-workers and the public.
5. Direct/instruct crewmembers in skills, equipment, and procedures.
6. Recommend personnel actions.
7. May be responsible for total control of a department project.
8. Other duties as assigned by the Public Works Superintendent.

Marginal Functions:

1. Keep simple records and prepare routine reports.

Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

1. Talking, hearing, sitting, walking, reaching, climbing, stooping, grasping, balancing, crouching, pushing.
2. Normal mental and visual attention with normal hand-eye coordination.
3. Corrected vision measured at 20/20.
4. Wide range of heavy physical effort required, including lifting, or moving of heavy material (over 60 lbs.) in difficult positions.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Exposure to all weather and normal office conditions.

POSITION QUALIFICATION REQUIREMENTS

Education:

High school diploma or GED

Experience:

3 – 5 years prior experience in maintenance work.

Knowledge, Skills, and Abilities that may be representative but not all inclusive of those commonly associated with this position.

1. Able to follow written, verbal, or diagramed instructions and/or assignments and communicate them clearly to team members.
2. Able to understand and use supervisory concepts to manage team for efficient and safe completion of work tasks.
3. Able to use tools commonly utilized in the construction trades.
4. Able and willing to perform heavy manual labor requiring physical strength and dexterity for extended periods.
5. Able to use and operate hand tools, power tools and equipment in a safe, efficient and effective manner.
6. Able and willing to accept new techniques, tasks, and training.
7. Demonstrate willingness to assist co-workers with responsibilities when needed.
8. Able to advise, provide direction, and evaluate employees.

Machines, Tools, Equipment and Work Aids that may be representative but not all inclusive of those commonly associated with this position.

Single-axle dump truck, tractor, backhoe, grader, lawn mower, concrete/asphalt equipment, chain saw, sign machine, striping machine, salt spreader, snowplow, and communication equipment.

License(s)/Certification(s) Required:

Valid Class B Commercial Driver’s License. (Missouri Department of Motor Vehicles)

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

Applicant Certification:

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I would perform those above and other related duties as directed by my supervisors. I am not related to any elected or appointed official or employee of the City of Glendale.

Signature

Date

Original Evaluation	Revised by	Revised By
UKE 1/99	TRJ 7/13	