

**CITY OF SOLVANG**  
**JOB DESCRIPTION**  
**LEAD MAINTENANCE WORKER – PUBLIC WORKS**

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a position.

**DEFINITION**

Under the direct supervision of the Maintenance Supervisor, performs highly skilled maintenance and administrative work. This is considered a senior level Journeyman position. The Maintenance Division consists of two sub-divisions, Public Works Maintenance and Parks Maintenance. A Lead Maintenance Worker assists the Maintenance Supervisor in coordination of activities for the sub-division. Under the supervision of the Maintenance Supervisor, the Lead Maintenance Worker typically oversees day-to-day operations, coordinates schedules for the division, requisition supplies, and assists with longer term planning for sub-division work assignments and goals. May need to work flexible hours (depending on weather) including rotating weekend work and may train less experienced staff. On-call duty requirement as directed by supervisor.

Maintenance Sub-Division Lead:

**Under the supervision of the Maintenance Supervisor, performs highly skilled work such as repair and construction work in the completion of various Public Works activities including operations, maintenance and repair associated with the Public Works Department. Responsibilities include performing skilled, semi-skilled, and unskilled maintenance work related to streets, street trees, buildings, storm drains, rights-of-way, special events, and other public facility maintenance. Under the direction of the Maintenance Supervisor, performs general maintenance, repair, and construction work in support of various public works projects, including the operation of heavy automotive and/or specialized equipment. May be requested to assist the Parks Maintenance Sub-division and other departments**

**SUPERVISION RECEIVED AND EXERCISED**

- Receives general direction from the Maintenance Supervisor and work as assigned.
- May exercise direct supervision over participants of the Sheriff's Work Alternative Program or Community Service Program.
- Provides oversight and training for entry level staff

**LICENSE REQUIRED**

Possession of an appropriate valid California driver's license.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

- Provides crew leadership in performing skilled and unskilled maintenance work related to streets, buildings, street trees, storm drains, parks, special events and other public facilities, such as:

Meet & Confer Approval: pending

- Landscape maintenance including the maintenance of irrigation systems, trees, flowers, and shrubs within the City rights-of-way. Work includes maintaining positive interactions with the public.
- Building and facilities maintenance and repairs including cleaning, sanitizing and repairing restrooms and other facilities; empty and clean trash receptacles at various locations, floor maintenance, painting, and other building and facility repair, construction, and maintenance.
- Streets, roads, parking lots, and alley maintenance and repairs including street trees, sidewalks, crosswalks, and median strips. Work includes street signs, pavement markings, tree trimming and other cultivation.
- Work assignments include operation and maintenance of vehicles and equipment such as loader/backhoes, dump trucks, mowers, paint spray equipment, and other hand and power tools and equipment.
- Order supplies for Public Restrooms and maintenance supplies.
- Coordinate work performed by contractors.
- Schedule meetings with vendors and salesmen in order to purchase all necessary supplies, equipment and service.
- Participate in planning and implementation of special events.
- Assist other City staff with community events/programs as necessary.
- Performs Joint Powers Insurance Authority Risk Prevention Safety Inspections.
- When necessary, work with community members on specific publicimprovement programs and projects.
- Performs other related duties as assigned.

### **ESSENTIAL FUNCTIONS**

- Meets the physical requirements necessary to safely and effectively perform required duties.
- Knowledge of basic operation and maintenance of light and heavy equipment.
- Knowledge of the use, function, operating characteristics, maintenance requirements, and basic repair of a variety of maintenance and construction equipment used in public works maintenance, repair and construction projects.
- Knowledge of methods, materials, and practices utilized in public works maintenance and construction projects.
- Make daily field decisions.
- Safe work procedures necessary to protect the employee, other workers and the public.
- Properly operate a variety of light and heavy equipment, as assigned.
- Understand and follow oral and written instructions.
- Meet the physical requirements necessary to safely and effectively perform required duties.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Work independently in the absence of supervision.
- Keep accurate records.
- Work with all supervisors and perform duties as assigned.
- Ability to calculate and submit purchase requests.
- Establish schedules and methods for providing maintenance services; identify resource needs; review needs with appropriate staff; allocate resources accordingly.
- Prepare daily reports detailing daily production and work activities performed; track materials used in activities and equipment needed to perform duties.

- Authorize purchases for operational materials; ensure equipment is purchased in compliance within established guidelines.
- Respond to customer complaints and requests for maintenance related services; discuss service requests with the public in the field and resolve problems.

#### SAFETY

- Utilize safe work procedures necessary to protect the employee, fellow workers, and the public.
- Maintain appropriate and accurate service records for equipment and materials.

#### OTHER

- Carry a mobile phone while on standby duty.
- Perform other duties as assigned.

#### **MINIMUM REQUIREMENTS**

- Meets the physical requirements necessary to safely and effectively perform required duties.
- Working knowledge of the skills necessary for the basic operation and maintenance of light and heavy equipment.
- Working knowledge necessary for the use, function, operating characteristics, maintenance requirements, and basic repair of a variety of maintenance equipment.
- Working knowledge of storm drains function and repair.
- Working knowledge of the California Manual of Uniform Traffic Control Devices.
- California signs specifications.
- Demonstrated knowledge of methods, materials, and practices utilized in park and landscape maintenance.
- Possess very good oral and written communication skills including techniques for providing a highlevel of customer service by effectively dealing with the public, vendors, contractors, andCity staff.
- Basic computer skills and knowledge of MS Office computer software.
- The ability to establish and maintain effective work relationships.
- Knowledge of safe work procedures necessary to protect the employee, fellow workersand the public.
- Ability to work independently in the absence of supervision.
- Basic math skills.
- Knowledge of basic record keeping and report preparation techniques.
- Ability to respond to work site for emergencies within 30 minutes of call/notification.
- Must successfully pass a background check.

#### **PREFERRED REQUIREMENTS**

- AA Degree in Environmental Horticulture or related field
- Class B California Driver License
- Pesticide applicator license
- Certified Arborist/Urban Forester
- Two or more years of landscaping/grounds keeping maintenance experience

**PHYSICAL DEMANDS**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS**

**Strength:** Heavy - exert force of 50-100 pounds occasionally, 25-50 pounds frequently, or 10-20 pounds constantly to lift, carry, push pull or move object; Frequent standing, walking, bending, stooping, crouching, handling, gripping, grasping; Occasional to frequent reaching at, above and below shoulder level, extending neck upward, downward and side to side, pushing, pulling; Occasional sitting, climbing stairs, ladders, scaffolding, twisting at the waist, crawling, kneeling.

**Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.

**Hearing:** Effectively hear/comprehend oral instructions and communication and equipment noise.

**ENVIRONMENTAL CONDITIONS**

Frequently to constantly works outdoors; rarely to occasionally works indoors; Frequently works around machinery; occasionally to frequently drives motorized equipment/vehicles; is exposed to slippery or uneven walking surfaces; occasionally exposed to electrical energy, chemicals, excessive noises, dust fumes, gases, odors, solvents, grease or oil; on rare occasion, uses a computer; works both alone and with others depending on job assignment; works in streets, buildings, water distribution, wastewater collection system, and wastewater treatment plant environments; some exposure to water, chemicals, hazardous materials, and noise; heavy lifting/moving, standing, climbing; may work at heights, in confined spaces, and in inclement weather conditions.

**EDUCATION AND EXPERIENCE**

High School diploma or equivalent required; ability to read, write and communicate at a level sufficient to carry out assigned duties; minimum of five years' experience in the general field of Public Works Maintenance, including the operation of light or heavy equipment.

This is to acknowledge that I have received a copy of this job description and understand its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date