



CITY OF CHINO

Maintenance Lead Worker

Definition:

Under general supervision, performs skilled manual labor in the maintenance and repair of public works areas including streets, sewers, storm drains, water systems, parks, parkways and medians, and contract inspection/custodial services; leads the work of a crew engaged in such work; and performs related work as assigned.

Class Characteristics:

Maintenance Lead Workers are distinguished from Maintenance Workers by their responsibility to regularly lead a crew in maintenance projects involving City streets, sewers, storm drains, water systems, parks, parkways and medians, and contract inspection/custodial services.

Essential Functions:

Depending upon assignment, incumbents may participate in and lead the work of a crew engaged in any of the following activities:

- Participate in and lead the work of a crew engaged in maintaining sewers and water mains, and servicing storm drains, lift stations, and pumps; tree trimming from an aerial lift using hand and power tools; pruning and trimming trees, shrubs, and hedges; mowing lawns; repairing irrigation and sprinkler systems, and weed control; applying pesticide and insecticides; performing general maintenance of parks and rights-of-way; patching and paving streets, concrete repairs, right-of-way maintenance, and street sign installation and maintenance; building and facility maintenance including painting, repairing of electrical, air condition and heating systems, minor carpentry, and custodial functions; sweeping and mopping rooms, halls, stairways, and offices; striping, sanding, refinishing, waxing, or buffing floors; vacuuming and shampooing rugs, carpets, and upholstery.
- Empty and clean waste receptacles, pencil sharpeners, and ash trays; dust and polish furniture, countertops, pictures, and brass and chrome fixtures; change light bulbs and fluorescent tubes; clean light fixtures.
- Move furniture or other heavy objects on request or for set-up of City functions; make minor repairs and adjustment to building fixtures and equipment; may replenish paper for copier room; restock and may order supplies as needed.
- Clean and disinfect restrooms, floor mats, drinking fountains, and fixtures; ensure specified sanitary standards are maintained; may perform pest control tasks in buildings; clean entrances to buildings by sweeping, hosing, and picking up of trash; wash walls; remove markings on walls, restroom stalls, countertops, and desks; wash windows, mirrors, and window blinds.
- Responsible for building security; lock and unlock rooms, windows, or offices, and public facilities; may set-up intercom or speaker systems.
- Report fire, sanitary, safety, or security hazards in all public facilities; report needed maintenance or repair.

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- Make specific work assignments to crewmembers; assist in the preparation of performance evaluations; review time sheets for proper computation; prepare and submit records and reports concerning work performance.
- Ensure work of crew is performed in a safe and efficient manner; train subordinates in semi-skilled operations and safe work methods and practices.
- Answer emergency calls from the public and other agencies taking appropriate action such as placing barricades, removing fallen trees and limbs, repairing water and sewer mains, replacing street signs and emergency patching of streets or flood control facilities.
- Coordinate work to be performed by maintenance contractors including the checking of work on a daily basis to ensure compliance with contract specifications and resolve problems in the field.
- Meet with representatives of the contracting firms to review maintenance deficiencies and expected corrective actions; discuss need for special projects and/or additional work and request cost figures.
- Maintain records of work being done; review coding on invoices and recommend approval for payment; write letters detailing deficiencies in work completed by contractor.
- Perform inspection of work areas for compliance with accepted standards, required maintenance, and needed corrective work; maintain records of work performed; maintain equipment.
- Obtain price quotations and process purchasing of materials and supplies.
- Respond to complaints from employees and the public and to requests for information; resolve problems; inspect facilities to ensure delivery of acceptable maintenance practices.
- Operate City vehicles as required.
- Provide temporary and vacation relief in similar occupational fields as necessary.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).

Experience:

- Three years of experience in public works maintenance and repair work, supervision of contract work, and general custodial experience.

Considerable knowledge of:

- Equipment operation, techniques, and methods used in the area of specialization.
- Lead supervision and training techniques.
- Common tools and equipment used in construction and maintenance work.
- Grounds maintenance methods and techniques.
- Trees, plants, flowers, and shrubs.
- Landscape design, plant pest and disease eradication.
- Proper use of herbicides and pesticides.
- Operation and maintenance of tools and equipment used in grounds maintenance.
- Basic safety precautions and procedures.
- Traffic laws, ordinances and rules related to truck and heavy equipment operations.
- Standards relating to the proper installation and maintenance of street signs and pavement markings.
- Equipment and procedures involved in the installation, maintenance, and repair of water and sewer systems.
- Related laws, ordinances, rules, regulations, policies, and procedures.
- Materials, tools, and methods used in general building repair and maintenance.

Knowledge of:

- Methods, materials, and equipment used in custodial work, related chemical solutions, and proper use and mixing techniques.

Ability to:

- Lead the work of others engaged in the area of specialization.
- Operate equipment used in work performed.
- Prepare work records and routine reports.
- Understand and follow verbal and written directions.
- Perform journey level skilled tasks in the area of specialization.
- Prepare simple records such as completing work orders and logging completed work in individual vehicle folders.
- Understand and carry out oral and written directions.
- Keep accurate records.
- Perform heavy manual labor and physically strenuous tasks on a regular basis.
- Lift over 50 pounds on a regular basis.
- Perform unskilled, semi-skilled, and/or skilled tasks in a variety of construction and maintenance activities.

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- Safely operate vehicles, equipment, and stationary mechanical equipment and make minor adjustments and repairs.
- Respond to emergency and problem situations in an effective manner.
- Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- Apply policies and procedures.
- Mix and pour concrete.
- Read and interpret basic maps and blueprints.
- Repair irrigation and sprinkler systems.
- Perform light carpentry, plumbing, and masonry work.
- Perform a variety of building maintenance.
- Operate and properly repair valves, fittings, and hydrants.
- Accurately read gauges and testing equipment.
- Inspect, operate, diagnose problems, and perform preventative maintenance and repair work on electric motors, pump panels, engines, pumps, compressors, valves, and related equipment.
- Analyze, interpret, and/or evaluate bid specifications.
- Work safely, efficiently, and independently.
- Deal tactfully and courteously with internal and external customers.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record and have the ability to obtain a valid Class A California Driver License with appropriate endorsements within one year of date of appointment.
- Due to safety regulations, when utilizing certain respirators and/or working with certain chemicals, incumbents may be prohibited from wearing contact lenses and/or glasses and beards or other facial hair which may prevent a proper fit.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category III; 2, 3, 4, 5, 6, 8, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22.

Link to description [here](#)

Employee Unit:

SBPEA (Services)

Revised: 10/26/06

Replacing Maintenance Lead Worker classification specification dated 8/21/03.

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