



Maintenance Lead

Definition

Under general supervision, leads, trains, oversees, and participates in the more complex and difficult work of a crew responsible for providing construction, maintenance, and repair to assigned City infrastructure, including streets, trees, right of ways, grounds, fleet, and other City facilities; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex maintenance and repair work in an assigned area; provides technical and specialized assistance to the assigned management and supervisory staff; and performs related work as required.

Class Characteristics

This is the advanced journey-level in the public works maintenance class series that performs the most complex duties required to ensure that City infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use.

Responsibilities include inspecting and attending to area of assignment including streets, trees, right of ways, grounds, and other City facilities in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned infrastructure, facilities, systems, and appurtenances. This class is distinguished from the Maintenance Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising and reviewing the work of assigned staff involved in maintenance operations.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Provides technical and functional supervision to assigned public works maintenance staff; reviews and controls quality of work; participates in performing routine to complex and specialized maintenance and repair work on assigned City public works infrastructure.

Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with the Maintenance Supervisor; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities; instructs staff in work procedures.

Trains employees in work methods, use of tools and equipment, and relevant safety precautions. Inspects assigned City infrastructure, facilities, systems, and appurtenances for maintenance and operation needs and recommends appropriate actions; assists in developing work plans, procedures, and schedules.

Estimates costs of construction and maintenance work, supplies, equipment, and materials; orders supplies and equipment for work projects; maintains records of purchase orders; assists in developing budget figures for the division; monitors expenditures.

Inspects and evaluates work in progress and upon completion to assure that repairs, maintenance, and project activities are performed in accordance with City standards and specifications.

Performs a wide variety of maintenance, repair, and installation work in the City infrastructure, systems, and facilities to which assigned, including streets, trees, right of ways, grounds, and other City facilities. Assists in coordinating, overseeing and personally participating in all assigned maintenance programs.

Performs the skilled operation of specialized construction and maintenance, light to heavy vehicles and equipment.

Observes safe work methods and makes appropriate use of related safety equipment as required; may participate and assist in coordinating safety training.

Responds to requests and complaints from the public and answers questions or refers to supervisor, as necessary.

Performs minor adjustments on service equipment; maintains tools and equipment in working order.

Stays current on the status of new and pending regulatory legislation; attends continuing education courses and seminars as required.

Maintains accurate records and logs of daily activities, using appropriate computer software applications.

Responds to and performs emergency repairs and other emergency services as necessary.

Acts as the Maintenance Supervisor in his/her absence or as assigned.

Performs other duties as assigned.

Qualifications

Knowledge of:

Basic principles of supervision and training.

Public works maintenance principles, practices, tools, and materials for maintaining and repairing assigned City infrastructure, systems, and facilities.

Applicable federal, state, and local laws, ordinances, regulations, and guidelines.

The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.

Safety equipment and practices related to the work, including the handling of hazardous chemicals.

Traffic control procedures and traffic sign regulations.

Basic hydraulics.

Basic mathematics.

Safe driving rules and practices.

Modern office practices, methods, computer equipment and computer applications.

English usage, spelling, vocabulary, grammar, and punctuation.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

Plan, schedule, assign, and oversee activities of public works maintenance and repair personnel.

Inspect the work of others and maintain established quality control standards.

Train others in proper and safe work procedures.

Identify and implement effective course of action to complete assigned work.

Oversee and participate in maintenance and related projects in the assigned functional area(s).

Perform construction, modification, maintenance, and repair work on assigned municipal infrastructure, facilities, systems, and/or appurtenances.

Operate specialized construction and maintenance, light to heavy vehicles and equipment.

Set up and operate traffic area construction zones, including cones, barricades, and flagging.

Locate underground utilities by use of blue prints and electronic locating equipment in accordance with

Underground Service Alert (USA) regulations.

Troubleshoot maintenance problems and determine materials and supplies required for repair.

Read and interpret construction drawings, blueprints, maps, and specifications.

Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work; perform routine equipment maintenance.

Maintain accurate logs, records, and basic written records of work performed.

Follow department policies and procedures related to assigned duties.

Give, as well as understand and follow oral and written instructions.

Make accurate arithmetic calculations.

Organize own work, set priorities, and meet critical time deadlines.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

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

Equivalent to the completion of the twelfth (12th) grade, and four (4) years of experience in construction, maintenance, and/or repair of streets and roadways, storm water and drainage, sanitation systems, traffic signs, and/or related facilities, systems, and appurtenances, or at least one year of experience equivalent to that of the Maintenance Worker II at the City of Cupertino.

Licenses and Certifications

Possess and maintain a valid Class C California driver's license with the appropriate endorsements. Depending on assignment, possession and maintenance of a Class B California driver's license. Depending on assignment, the following certifications are desirable.

For streets maintenance assignments:

Certification in International Municipal Signal Association (IMSA) Roadway Signs and Markings Level I & II and Work Zone Traffic Safety required or ability to obtain within one year.

For trees and right of way maintenance assignments:

Possession of California Department of Pesticide Regulation Qualified Applicator Certificate (QAC) in category C required or ability to obtain within one year.
ISA Certified Aerial Lift Specialist required or ability to obtain within one year for Trees Division.

For grounds maintenance assignments:

Possession of California Department of Pesticide Regulation Qualified Applicator Certificate (QAC) in category B required or ability to obtain within one year.

For facilities and fleet maintenance assignments:

Possession of Basics of Electricity & Troubleshooting Electrical Control Circuits Certification or equivalent required or ability to obtain within one year.

Possession of Air Conditioning and Refrigeration Certification or equivalent required or ability to obtain within one year.

Possession of Air Conditioning & Refrigeration with Principles of Heating Applications or equivalent required or ability to obtain within one year.

Certified Pool Technician Certification required or ability to obtain within one year.

Physical Demands

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

Environmental Elements

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with challenging staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

Working Conditions

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.