

**CITY OF SOLANA BEACH**  
**LEAD MAINTENANCE WORKER**

**DEFINITION**

Under general supervision, performs a variety of skilled and semi-skilled tasks in the maintenance and servicing of City streets, sewers, beaches, parks, trees, facilities, and equipment; leads the work of a crew engaged in such work; performs related duties as required.

**CLASS CHARACTERISTICS**

This class is characterized by its responsibility to regularly lead a crew involved in maintenance activities and perform the most difficult and skilled tasks. This class is distinguished from the Public Works Supervisor class in that the latter provides direct supervision over maintenance workers and is responsible for administering the daily operations of the Public Works Division.

**ESSENTIAL FUNCTIONS**

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

Participates and leads the work of a crew responsible for using power and hand tools to edge, spray and weed parks, rights-of-way, grounds, flower beds, and other landscaped areas; prunes or trims hedges, trees and shrubs.

Participates and leads the work of a crew engaged in cleaning walks, parking areas and other areas of leaves and debris; dumps trash cans; cleans rest rooms; performs routine or preventative maintenance of park and beach facilities.

Participates and leads the work of a crew engaged in cleaning and raking the beaches with a tractor and/or beach cleaner; repairs and maintains showers and drinking fountains.

Operates a variety of equipment or vehicles; makes minor repairs such as sharpening blades; performs routine vehicle maintenance and equipment safety inspections.

Cleans storm drains and catch basins; replaces and repairs signs; repairs and builds fences; removes graffiti; performs weed abatement tasks.

Assists in special projects such as repairing restrooms and fixtures; periodic painting; installing sprinkler systems; applying repellents and unrestricted pesticides; equipment set-up and other physical arrangements.

Makes specific work assignments to crew members and assists in preparing performance evaluations; trains crew members in safety practices; ensures work of crew is performed in a safe and efficient manner; prepares and submits records and reports concerning materials and equipment used.

Assists the Public Works Supervisor in monitoring contracts to ensure that City properties are properly maintained, serviced and repaired; assists with the preparation of necessary records and reports.

Answers emergency calls from the public and other agencies taking appropriate action such as placing barricades, removing fallen trees and limbs, replacing street signs and emergency patching of streets, and repairing sewer lines.

Wears protective apparel including goggles, face protector, noise insulators, and safety shoes; sits, stands, walks, kneels, crouches, stoops, squats, twists, climbs, lifts 60 lbs., and pushes or pulls objects up to 100 lbs.; ability to be exposed to inclement weather and conditions including cold, heat, noise, outdoors, vibration, chemicals, and mechanical and electrical hazards; travels to different sites and locations.

Provides vacation and temporary relief as required.

## **QUALIFICATIONS GUIDELINES**

### **Education, 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:

#### **Experience:**

- ◆ Three years of progressively responsible experience in public works maintenance and repair, including a minimum of two years of experience at a Maintenance Worker II level or above. Municipal and lead worker supervisory experience is desirable.

### **Knowledge and Abilities**

Knowledge of:

Landscape maintenance methods and techniques to include plants, flowers, and shrubs.

Operation and maintenance of tools and equipment used in repair and maintenance activities.

Street, sewer, park and/or public facility maintenance procedures.

Principles of employee training.

Ability to:

Provide training and guidance to assigned staff.

Operate power tools and equipment and make minor repairs to equipment.

Perform heavy physical labor and lift objects up to 60 pounds.

Establish and maintain cooperative working relationships.

Repair facilities and operate light equipment.

Understand and follow verbal and written directions; work safely and efficiently.

Work weekends and holidays; be on-call and respond as required.

Sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, lift 60 lbs., and push or pull objects up to 100 lbs.; ability to be exposed to inclement weather and conditions including cold, heat, noise, outdoors, vibration, chemicals, and mechanical and electrical hazards; travel to different sites and locations.

Operate vehicles and equipment.

Special Requirements

Possession of or ability to obtain a Class "C" California driver's license and a satisfactory driving record.

Date Adopted: 6-18-90

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