



MAINTENANCE CREW LEADER

Department:	Public Works	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under the direction of the Public Works Superintendent, serves as crew leader for the City's Public Works Department; plans and coordinates the activities of assigned maintenance work crews; participates in maintaining City buildings, grounds, and/or streets; provides general maintenance assistance to City departments; prepares maintenance records and documentation; and performs other related duties.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists in monitoring and ensuring the City's facilities are safely and properly maintained for use by employees and the general public.
- Leads and participates in the construction, repair, and maintenance of City buildings, streets, grounds, and/or other public facilities.
- Communicates and coordinates with City departments regarding maintenance projects and activities.
- Plans, coordinates, and delegates work assignments to maintenance crew personnel; monitors and evaluates the quality and progress of work performed by crew members.
- Repairs and patches streets and/or other paved surfaces; applies asphalt; fills road holes and cracks; cleans, maintains, and repairs alley ways.
- Stripes streets; paints cross walks and parking lots; installs, repairs, and replaces street signs/rails.
- Changes street light bulbs; installs/removes holiday decorations, flags, and banners in public areas.
- Maintains grounds, turf, planters, and fountains; trims trees; applies herbicides and pesticides; operates and maintains irrigation systems and equipment.
- Removes graffiti and performs repairs due to vandalism; cleans/empties trash cans in outdoor areas.
- Conducts various types of building maintenance work; repairs and maintains plumbing, lighting, and air conditioning units.
- Works special events and/or provides general maintenance assistance to other departments.

JOB DESCRIPTION

Maintenance Crewleader

- Responds to maintenance inquiries and complaints from City departments and the general public.
- Prepares and maintains various types of maintenance records, reports, and documentation.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND three years public works maintenance experience, including one year experience working in a lead capacity; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class B Commercial Driver's License with passenger endorsement.
- Qualified Applicator License issued by the California Department of Pesticide Regulation (DPR) may be required depending on area of assignment.

Required Knowledge of:

- Public Works Department operations, policies, and procedures.
- Principles and practices of building, street, and ground maintenance.
- Regulations governing the maintenance of public buildings, grounds, and streets.
- Various types of construction/maintenance equipment relative to public works operations.
- Maintenance records, reports, and documentation.
- General supervisory principles, practices, and methods.

Required Skill in:

- Leading and coordinating the activities of maintenance work crews.
- Assisting in ensuring the City's buildings and public areas are safely and properly maintained.
- Participating in repairing and maintaining City streets, grounds, and buildings.
- Safely operating and maintaining departmental equipment and tools.
- Preparing and maintaining various types of maintenance records and reports.
- Establishing and maintaining cooperative working relationships with work crew personnel, City departments, outside agencies, vendors, suppliers, and the general public.

Physical Demands / Work Environment:

- Work is performed in indoor and outdoor environments.
- Subject to sitting, standing, walking, bending, reaching, crouching, climbing ladders, working at heights, operating equipment, performing manual labor, and lifting of objects up to 50 pounds.
- Exposure to variable weather conditions, vehicle traffic, machinery with moving parts, and noise from equipment operation, hazardous materials/chemicals, and infectious diseases is involved.