
**TEMPLE CITY
CLASS SPECIFICATIONS**

MAINTENANCE LEAD WORKER

DEFINITION:

Under supervision of the Maintenance Superintendent, the Maintenance Lead Worker is a working lead person responsible for field personnel engaged in maintenance operations of public facilities, buildings, property, right-of-way, and easements.

EXAMPLES OF DUTIES:

Provides immediate supervision of maintenance personnel and is responsible for independently executing work as assigned by the Maintenance Superintendent. Assists the Maintenance Superintendent with evaluating immediate and long-term maintenance requirements. Makes work schedules, maintains daily work records, and prepares other field activity reports as required. Reviews work orders and takes pictures. The Maintenance Lead Worker also operates and maintains a variety of equipment commonly used in maintenance operations, including a wide variety of power tools, power chain saws, cavity instruments, hydraulic lifts, sprayers, and other related hand tools. Performs minor plumbing, electrical, carpentry, and concrete work. Plants, irrigates, cultivates, sprays, and fertilizes trees, plants, and shrubs in the public right-of-way or easements. May work near structures and power lines. Maintain, repair, and hang banners, flags, or decorations for special occasions. Keeps vehicle and equipment maintenance records. Takes and keeps inventory of equipment. Examines and maintains safety equipment. Inspects tools for replacement. Assists in selecting locations for contract maintenance, and inspects contract maintenance. May be asked to respond to emergencies during off-hours. Performs simple tree surgery and support cabling. Operates and maintains automotive equipment including trucks, brush chippers and stump grinders, and related duties as required.

DESIRABLE QUALIFICATIONS:

Knowledge of: Comprehensive knowledge and advanced practical experience regarding standard maintenance operations. Knowledge of ornamental shrubs and common plant characteristics, including species identification and maintenance requirements. Knowledge of standard tools, equipment,

methodology and safety aspects regarding maintenance operations. Knowledge of diseases and pests common to plants and shrubs, including control methods.

Ability to: Comprehend and effectively execute verbal and written instructions. Must possess the ability to competently supervise subordinate personnel and effectively work with fellow employees. Must be able to perform tasks requiring physical agility and strength, including heavy manual labor.

Education and Experience: Combination of education and training equivalent to completion of high school and five years recent experience as a Maintenance Worker or equivalent. Proven supervisory skills are desirable.

OTHER QUALIFICATIONS:

Possession of a valid Class C motor vehicle operator's license issued from the State of California.

Ability to operate a telephone and a portable radio.

Ability to understand and respond to the public and staff's requests for assistance both on the telephone and in person.

Ability to operate power equipment such as chain saws, hydraulic pruners, tower truck and clam lift and chipper, climb park trees, work with ropes and slings, and plant canned and boxed park trees.

Ability to lift at least 45 pounds.

Ability to sit, stand, climb, stoop or bend for up to two hours at a time.

Ability to get in and out of a vehicle up to 30 times a day.

Ability to see and hear.