



CITY OF LAKEPORT

UTILITIES MAINTENANCE SUPERVISOR

(Formerly Public Works Maintenance Leadworker)

Job Description

DEFINITION

Under general supervision, performs skilled manual labor in the construction, maintenance and repair of public works facilities including streets, sewers, storm drains, water systems, waterfront and creek areas, facilities and medians; leads the work of a crew engaged in such work; performs related work as assigned.

CLASS CHARACTERISTICS

This class is distinguished from Maintenance Worker I/II by its responsibility to regularly lead a crew in installation and maintenance projects involving City streets, parks, sewers, storm drains, and water systems.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Participates and leads the work of a crew engaged in installing, repairing and maintaining sewer, water and storm drain systems, lift stations and pumps; installs and maintains fire hydrants; maintains parks and facilities.

Participates in and leads the work of a crew engaged in patching and paving streets, concrete repairs, right-of-way maintenance, marking streets and street sign installment and maintenance.

Participates and leads the work of a crew engaged in tree trimming from an aerial lift using hand and power tools; pruning and trimming trees, shrubs, and hedges; applying pesticides; performing general maintenance of facilities, and rights-of-way.

Participates in and leads the work of a crew engaged in repairing and maintaining City facilities including painting, repairing of electrical, air conditioning and heating systems, performing minor carpentry and a variety of maintenance activities; installs, removes and stores floats and ramps and cleans ramps and docks.

Operates light and heavy equipment; performs routine maintenance and repair on equipment.

Makes specific work assignments to crew and assists in the preparation of performance evaluations; prepares and submits records and reports concerning work performance and materials used.

Ensures work of crew is performed in a safe and efficient manner; trains subordinates in semi-skilled operations and work methods.

Answers emergency calls from the public, other divisions, departments and 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.

Assists in monitoring contracts to ensure that City properties are properly maintained, serviced, and repaired; inspects the work performed by contractors to ensure compliance with City standards and specifications.

Under general supervision, coordinates the I&I program for sanitary sewer system management to minimize Infiltration and Inflow and sanitary sewer collection system overflows and overloads. Responsibilities include development of priorities for maintenance and replacement activities, defining goals, and developing an information-based approach to set priorities

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent and five years of experience in public works maintenance and repair work, or two years of experience comparable to that of a Public Works Maintenance Worker II with the City of Lakeport.

Knowledge, Skills, and Abilities

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 and plants; 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; the materials, tools, and methods used in general building repair and maintenance. Skill in the operation of a variety of equipment and vehicles; the use of hand and power tools.

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; work safely and efficiently; perform journey level skilled tasks in the area of specialization; understand and carry out oral and written directions; keep accurate records; use a variety of tools and equipment; perform heavy manual labor and physically strenuous tasks on a regular basis; lift 90 pounds on a regular basis; perform skilled task in a variety of construction and maintenance activities; 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; work independently; mix and pour concrete; read and interpret basic maps and blueprints; properly apply pesticides; 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.

Special Requirements

Possession of Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain a Class B California driver's license with appropriate endorsements.

Possession of or ability to obtain a Class A California driver's license with appropriate endorsements may be required for some assignments.

Possession of or ability to obtain a California Pesticide Applicator Certificate may be required for some assignments.

Possession of state-mandated certifications including but not limited to:

Possession of Grade 2 Water Distribution Certificate issued by the California Department of Health Services.

Receive satisfactory results from a background investigation, physical examination, drug testing and

administrative screening which meet the established qualification standards.

PHYSICAL PROFILE:

CATEGORY III – HEAVY PHYSICAL EFFORT

DEFINITION

Positions in this category require exceptional physical ability with prolonged periods of heavy physical labor.

CHARACTERISTICS

Positions allocated in this category regularly perform heavy physical labor requiring ability to lift, push, pull, and move heavy objects or materials. This category is distinguished from the moderate physical effort category by the greater physical demand for strength and endurance placed on the incumbent. Heavy physical effort is required while performing such tasks as operating heavy equipment, pouring concrete, masonry work, or preparing soil for landscaping. Physical functions may vary from position, but always involve heavy physical exertion.

OTHER FACTORS

Lifting Heavy: Lifting over 50 pounds, with frequent lifting, pushing and/or carrying weighing over 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility: Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Chemical or Biological Agents: Regular contact with potentially harmful chemical or biological agents

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

Heavy Equipment: Operates various heavy equipment such as tractors, backhoes, graders, trucks, etc.

Power Equipment: Operates power tools or other machinery that are potentially hazardous.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.

Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.

Confined Space Entry: Ability to work in confined spaces using appropriate safety equipment

Heights: Ability to work on surfaces above 20 feet.

CLASS RANGE NO.	40
FLSA	Non-Exempt
ADOPTION DATE	3/29/12
REVISION DATE	
APPROVED BY:	