

## CITY OF TAFT

**CLASS TITLE: MAINTENANCE LEADPERSON**

**RANGE 39.8**  
\$1,686 - \$2,049 Bi-Weekly

### **BASIC FUNCTIONS:**

Supervises inmate work crews from the Community Correctional Facility in construction and maintenance of streets, sidewalks, sewers, water systems, and other public facilities. Work includes building maintenance and cleaning and minor construction work associated with the maintenance of public buildings and equipment.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Public Works Foreman.

### **SUPERVISION EXERCISED**

The purpose of this position is to supervise an inmate work crew.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Paints street and traffic lines, crosswalks, parking space lines, bridges, pavement legends, and other street markings; installs and repairs traffic signs, traffic sign posts, and street construction barricades.

Breaks out existing concrete street facilities and other public facilities made of concrete and forms, mixes, pours, and finishes concrete for street, water, and sewer, as well as building facilities.

Cleans and paints interiors and exteriors of buildings, municipal vehicles, and equipment; cleans and services painting tools and equipment.

Cares for, irrigates, cleans and maintains park facilities and grounds; plants and cultivates trees, shrubs, flowers, and lawns; services park restrooms, fountains, and fixtures.

Trims trees and bushes within the street right-of-way as required.

Patches and repairs asphalt surface streets and performs minor asphalt street construction projects.

Removes debris and sprays weeds and collects and disposes of rubbish.

Lays water lines and sewer lines and repairs water mains and sewer mains.

Assists with the planning, scheduling and implementation of construction, maintenance, and operation and construction activities designed to provide quality water, sewer, street and drainage service for the city.

Assists in the training of lower level employees performing the duties of maintenance, construction and repair of water, sewer, street and storm drainage facilities.

Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.

Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.

Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Operates light and medium-sized construction and power equipment.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains.

Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.

### **PERIPHERAL DUTIES**

Serves on various employee or other committees as assigned.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

(A) Graduation from high school education or GED equivalent, and

(B) Five (5) years of experience relating to construction, maintenance, or repair of streets, sewers, water systems, and the operation of automotive equipment associated with construction and maintenance.

(C) One year experience supervising work crews.

(D) Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City.

**Necessary Knowledge, Skills and Abilities:**

(A) Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.

(B) Skill in operation of some of the listed tools and equipment.

(C) Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

**SPECIAL REQUIREMENTS**

Valid State of California *Class B* Driver's license, or ability to obtain one.

**TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, roller, manlift, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

### **SELECTION GUIDELINES**

City of Taft application, rating of education and experience; oral interview and reference check; job related tests may be required, including a physical by the City physician.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.