

**City of Saratoga**  
**Maintenance Lead Worker, Parks or Streets and Fleet Divisions**  
**Non Exempt**

Under general supervision, leads and directs the work of a crew and performs a variety of more complex skilled and semi-skilled duties in assigned division; and performs related work as required.

**CLASS CHARACTERISTICS**

Maintenance Lead Worker is distinguished from Maintenance Worker I/II/III by the level of difficulty of the work performed and the responsibility of leading and monitoring the work of a crew on an ongoing basis. The Maintenance Lead Worker is distinguished from the lower level Maintenance Specialist by acting as lead person for field maintenance crews. In the absence of the Maintenance Lead Worker, the Maintenance Specialist acts as lead person for field maintenance crews under the direction of the Division Manager.

**ESSENTIAL DUTIES**

The duties described below are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities and the duties of the jobholder might differ from those outlined in the job descriptions.

- Required to perform all duties and possess the required knowledge, skills, and abilities consistent with the Maintenance Worker series job description.
- Serves as a lead worker by providing direction to work crews in the field.
- Assists in the review and evaluation of work performance of subordinate staff.
- Employee is assigned projects by the Division Manager, but has considerable flexibility in determining the timing, work process, and specific steps of each project. In addition to providing field direction to street maintenance employees, the employee may perform the more difficult street maintenance duties.
- Assists in monitoring the division's budget, analyzes cost effectiveness of services and makes recommendations in support of cost control budget initiatives.
- In the absence of the Division Manager, serves as Acting Division Manager and is required to perform all duties consistent with the Division Manager job description.

**Contacts and Relationships:**

Employee has contact primarily with other City employees and with the general public. Effective handling of contacts is of significant importance and employee is expected to deal effectively and courteously with the public.

**Accountability:**

The employee is responsible for complying with all City safety requirements and practices. Additionally, the employee is responsible for ensuring that any direct reports also comply with all City safety requirements and practices.

Employee is accountable for the quality of work performed; the efficient and timely completion of projects assigned; and the direction of a crew of maintenance workers within parameters established by the Division Manager.

## **EDUCATION, TRAINING AND EXPERIENCE**

Any equivalent combination of education and experience that provides the knowledge, skills, and abilities listed below.

Graduation from high school.

Licenses:

Must possess and maintain a valid Class C California Driver's License and a good driving record.

At the option of the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certificates or specialized education and training relevant to the area of assignment. Additional requirements may include, but are not limited to:

**Parks Division:** A minimum of three years of experience in the maintenance of parks or similar facilities including some technical training in horticulture, landscape maintenance, or a related field. Possession of or ability to obtain a State of California Department of Pesticide Regulation Qualified Applicator Certificate (QAC). Depending on assignment, certification as an Arborist by the International Society of Arboriculture is required.

**Streets and Fleet Division:** A minimum of three years of experience in street construction, maintenance, and/or repair work, including a minimum of two years of experience in the operation of light and heavy equipment. Confined space entry certification, safety in work zones and flagging certification, and forklift certification may also be required.

### **General:**

Forklift Safety  
Hazardous Waste Refresher  
Work zone Safety  
Back Safety and Ergonomics  
Hybrid Vehicle Service and Repair  
Defensive Driving  
Recognized Surface Cleaner  
Safety through Maintenance and Construction Zones

## **SPECIAL CONDITIONS**

May be required to work shifts, weekends, and odd and unusual hours in the performance of duties and emergency situations.

### **Physical Requirements and Working Conditions:**

Must possess strength, stamina and mobility to perform heavy physical work outside in all weather conditions and with exposure to potentially hazardous conditions, use varied hand and

power tools, drive a motor vehicle and/or heavy construction equipment; lift and move materials and equipment weighing up to 90 pounds and heavier weights with the use of proper equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate

in person and over the telephone and/or radio. Must be available for regular standby assignments and work scheduled off-hours and emergency overtime as required. Incumbent must be willing to work outside in all weather conditions and with exposure to traffic and potentially hazardous conditions.

**Environmental Requirements:** Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.