

City of Saratoga
Maintenance Lead Worker, Facilities Maintenance
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.

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 Facilities Maintenance Supervisor, but has considerable flexibility in determining the timing, work process, and specific steps of each project. In addition to providing field direction to facilities maintenance employees, the lead worker may perform the more difficult facilities 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 Facilities Maintenance Supervisor, serves as Acting Facilities Maintenance Supervisor and is required to perform all duties consistent with the Facilities Maintenance Supervisor 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 Facilities Maintenance Supervisor.

EDUCATION, TRAINING AND EXPERIENCE

Education and Experience:

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

Facilities Maintenance Division: Graduation from high school. A minimum of three years of experience in the maintenance of facilities including performing semi-skilled and skilled work in the areas of electrical, air conditioning (HVAC), plumbing construction, maintenance and/or related repair work.

Licenses:

Must possess and maintain a valid California class C driver's license and a satisfactory 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:

- Hazardous Waste Management
- Work Zone Safety
- CPR Rescue
- Green Business Certification

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.