



# Town of Moraga

## Maintenance Worker, Lead

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***may not include all*** duties performed by individuals within a classification. In addition, specifications are intended to outline the ***minimum*** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**Established:**  
**Revised:** January 2015  
**Employee Group:** Moraga Employees Association  
**FLSA Status:** Non-Exempt

### **CLASSIFICATION DESCRIPTION**

#### **Purpose**

Under supervision, performs a variety of unskilled, semi-skilled, or skilled labor in construction and maintenance tasks and operates public works/parks equipment. Assignments may include general landscaping, grounds and building maintenance, street maintenance, and storm drainage.

#### **Distinguishing Characteristics**

The Lead Maintenance Worker is the advanced journey and highly specialized class. The class is responsible for performing the most difficult, complex, and specialized duties for the preponderance of the time. Incumbents at this level are highly experienced and capable of handling the most difficult work and equipment across all function areas (parks maintenance, streets and storm drain maintenance and building maintenance).

Examples of such advanced, specialized duties are: operating complex equipment with a high degree of skill; and, understanding, implementing, and acting as a project lead on projects that involve Town standard specifications. This class is distinguished from the Senior Maintenance Worker in that the former is the lead-worker and is responsible for assigning work to, and reviewing the work of, lower-level Maintenance Workers in addition to handling complex maintenance and construction assignments.

#### **Working Conditions**

Evening, weekend, shift, standby, and/or on-call work is required.

Exposure to extreme heat and humidity working outdoors; exposure to temperature swings from air conditioning to outdoor temperatures; exposure to machine noise, fumes, odors, and dust; exposure to mechanical hazards in operating vehicles and equipment.

Work environment is informal, both team and autonomy oriented, having both routine and variable tasks, with variable pace and pressure.

## **Physical and Mental Demands**

Work is conducted in primarily in the field on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

## **Supervision Received and Exercised**

Receives direction from the Lead Maintenance Worker or Public Works/Parks Maintenance Manager. Supervises the work of temporary employees and court workers as assigned.

## **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

### *General Duties:*

- Perform a variety of skilled, semi-skilled, and unskilled maintenance and construction duties related to parks, buildings, streets and storm drainage.
- Operate maintenance and construction equipment and power tools such as a concrete grinder, cutting torch, lawn mowers, chain saws, jack hammer, Bobcat, forklift, skill saw, table saw, and other related equipment and tools; maintain and perform preventative maintenance on assigned tools and equipment and related records.
- Respond to emergencies as needed.
- Utilize and adhere to proper safety precautions in all work performed.
- Maintain traffic control by use of signs, barricades, and safety cones.
- Maintain basic records of daily work performed.
- Supervises the work of temporary employees and court workers as assigned.
- Handle the most complex and difficult assignments in each section requiring the highest degree of skill.
- Assist with the training of new Maintenance Workers.
- Provide input to the Public Works/Parks Maintenance Manager on work processes, safety issues, and efficiency issues.
- Assist in and coordinate work of various community groups, scouts, juvenile and adult alternative programs.
- Perform related duties as assigned.

### *Parks Maintenance (in addition to the general duties):*

- Provide manual labor as directed, including digging holes, removing trees, raking, removing trash/litter/debris/graffiti, and planting trees and shrubs.
- Perform carpentry work to replace or repair wooden fences, picnic tables, benches, signs, and other park facilities.
- Plant, prune, and maintain plants and trees.
- Assist in the repair and maintenance of irrigation facilities including controllers, drip systems, pipes, and sprinkler heads.
- Operate and maintain tractor, mower, aerator, and fertilizer spreader.
- Spray appropriate herbicides in all park and related areas.
- Independently operate and maintain irrigation controllers.
- Troubleshoot to identify problems in irrigation leaks, controllers, and pool operation.
- Replace and repair irrigation lines, valves, sprinklers, and drip systems.

*Streets/Storm Drainage Maintenance (in addition to the general duties):*

- Perform manual labor as directed, including digging, shoveling, brooming, removing broken concrete, asphalt, and other materials; clean storm drains and creeks.
- Perform rough concrete work on curbs, gutters, and sidewalks at Town-owned facilities.
- Paint curbs.
- Prepare, install, and repair City signposts.
- Assist in forming, pouring, and finishing concrete sidewalks, curbs, gutters, driveway approaches, and catch basins at Town-owned facilities.
- Mix, rake, and compact asphalt.
- Perform storm drain maintenance using appropriate equipment.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods and techniques of general construction, maintenance, and repair related to parks maintenance, public works maintenance and building maintenance.
- Operational characteristics of mechanical equipment and tools used in parks maintenance, public works maintenance and building maintenance.
- Basic techniques of carpentry, plumbing, and painting.
- Techniques of concrete finishing and repair.
- Occupational hazards and standard safety practices.
- Construction principles and practices.

### **Ability to:**

- Understand and follow oral and written instructions.
- Communicate clearly and concisely, orally and in writing.
- Operate a variety of vehicles and stationary mechanical equipment safely and effectively
- Establish and maintain effective working relationships with those contacted in the course of work.
- Organize, prioritize and follow up on work assignments
- Work independently with minimal supervision, an as part of a team.

### **Education and Experience**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. Generally, this will require:

- Education: High school diploma or G.E.D.
- Experience: Five (5) years minimum experience as a Senior Maintenance Worker, or equivalent level, performing general maintenance and construction work in similar or related functional areas of parks maintenance, street/storm drainage and/or building maintenance.

### **License or Certificate**

- A valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.
- Valid CPR and First Aid Certification or be willing to obtain certification through Town-sponsored training.