



LEAD FLEET AND FACILITIES MAINTENANCE WORKER

DEFINITION

Under general supervision, performs semi-skilled and skilled work in the facilities and fleet maintenance department for a variety of job duties. Work is performed on vehicles, equipment, buildings, structures, and landscapes. Performs other related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to less experienced staff.

CLASS CHARACTERISTICS

This is the advanced journey level classification in the Facilities Maintenance Worker series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Reviews and controls quality of work; trains employees in the use of and operation of equipment, and relevant safety precautions.
- Participates in the operation, maintenance, and repair of the District's operations facilities.
- Performs skilled and semi-skilled work in Fleet and facility maintenance work relative to the installation, maintenance, and repair of water facilities and equipment.
- Performs carpentry and cement work; operates power-driven equipment and uses a variety of hand tools.
- Works with contractors regarding work to be performed.
- Maintains, installs, inspects, modifies, and replaces electrical systems and equipment including lighting systems, engines, pumps, and other residential utility related systems.
- Investigates complaints and reports of mechanical or electrical malfunctions.
- Adjusts, repairs, replaces, or removes defective equipment.
- Makes field repairs, calibrations, and adjustments to equipment.

- Develops a schedule for and performs regular inspections and preventive maintenance of water facilities, equipment, and machinery.
- Troubleshoots electrical and mechanical problems and determines the extent of repairs; makes repairs as appropriate.
- Performs electric, Arc, and oxy-acetylene welding in the fabricating and repair of equipment, structures, pipe, tools, and other related parts; designs, lays out, and fabricates equipment parts; rebuilds broken equipment and parts, as necessary.
- Operates wells and boosters and checks for motor shut down safety; adjusts flow as directed.
- Operates heavy equipment including tractors and cranes.
- Assists other personnel in the performance of emergency duties, as necessary.
- Maintains accurate records and logs, orders supplies, parts, and materials.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Methods, materials, practices, tools, and equipment required for wastewater system construction, maintenance, and repair.
- Operational principles of pumps, valves, electric motors, diesel engines, and electronic, computerized, and manual control systems.
- Plumbing and pipe fitting techniques.
- Machine shop procedures and practices
- Shop mathematics,
- Codes, ordinances, and regulations pertaining to the work.
- Recordkeeping and report writing techniques and methods.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Prepare clear and concise records, reports, and other written documentation.
- Properly and safely operate light and medium duty construction and technical equipment.
- Analyze and troubleshoot system and equipment failures.
- Accurately read meters, gauges, valve books, blueprints, and schematic drawings.

- Operate and maintain a variety of equipment, power and hand tools, including front loader, forklift, crane and hoist, drills, saws, propane torch, arc welder, and air compressor.
- Make accurate mathematic computations.
- Establish and maintain accurate logs, records, and basic written records of work performed.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Possession of a high school diploma or G.E.D. required.

Experience:

- Minimum three (3) years of increasingly responsible experience in the field of Facility and/or Field Maintenance.

Licenses and Certifications:

- Possession of a valid Class “C” California driver’s license and a satisfactory driving record;
- Possession of, or ability to obtain a Class “A” California driver’s license within six (6) months of hire date.
- Possession of or ability to obtain ASE automotive certification.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical

hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS:

This is a safety sensitive position subject to drug testing, including random drug testing, pursuant to the District's Employee Drug and Alcohol policy and guidelines established by the U.S. Department of Transportation ("DOT") in accordance with Title 49 CFR Part 40.