

CITY OF BRISBANE

PUBLIC WORKS LEAD MAINTENANCE WORKER

Definition

Under general supervision of the designated Public Works Supervisor, Team Leader or Harbormaster, leads a crew and personally performs a variety of semiskilled and skilled tasks involved in the construction, modifications, maintenance, repair and operation of City infrastructure, including streets, parks and landscaped areas, trees, storm and sanitary sewers, water and wastewater systems, and marina facilities; participates in the more complex public works construction and repair work; and does other duties and assignments as directed.

Class Characteristics

This experienced-level class has functional and technical responsibilities for a single crew of Maintenance Worker or Marina Maintenance Worker classes; works as a member of the crew and performs the more difficult and complex maintenance and repair tasks that require knowledge and skill in the general trade fields; and assists with supervising, training and directing of less experienced staff. This classification also performs any and all of the duties set forth in the lower-level classifications in the series.

This class is distinguished from the Public Works Supervisor and Harbormaster in that the two latter positions have departmental and administrative support responsibilities, in addition to assigning, supervising, reviewing and evaluating the work of the Public Works Lead Maintenance Workers and the Public Works Maintenance Workers and Marina Maintenance Workers. This class is distinguished from the Public Works Team Leader in that the latter has oversight for multiple crews, oversight of contractors, and administrative and fiscal oversight responsibility for specific programs and/or projects

Examples of Duties (Illustrative Only)

Sewer Lead

- Excavate and prepare potholes and excavations related to utility line repair for patching on streets and alleys.
- Load cold and hot mix, asphalt and patching oil; apply and finishes as required.
- Use an airless paint sprayer, mix, thin and apply paint and stripes streets, crosswalks and stop sign bars; replace reflective pavement markers and street signs.
- Remove concrete, build forms and repair sidewalks and gutters that have been damaged and are trip hazards or need repair after water or wastewater line work; perform other concrete work around City buildings as required.
- Clean storm drains, sidewalks, and other appurtenances using a variety of hand and power tools and equipment.
- Maintain, clean, repair and flush underground storm and sanitary sewer collection systems; and install new service laterals.
- Operate a street sweeper on a regularly assigned schedule.
- Determine the location of underground lines and marks them accordingly.
- Apply pesticides, as required, if appropriately certified.

Building and Grounds Lead

- Plant, water, fertilize and remove annual and perennial plantings and maintain landscaped areas in an attractive condition.
- Mow and rake grass areas; edge grass areas and remove weeds from landscaped and grass areas.
- Prune and hedge shrubs and trees in parks and street areas.
- Maintain playground equipment in a safe operating condition.
- If appropriately certified, apply herbicides and pesticides as required.
- Empty trash containers and remove trash from parks, landscaped areas and other City properties.
- Plant, trim, water, stake and maintain City trees; removes dead or unwanted trees.
- Maintain public facilities, shop areas and other buildings in a clean and orderly condition, performing regularly assigned custodial work.
- Perform basic remodeling to City facilities; paint the inside and outside of all City buildings; removes graffiti and repairs vandalism.
- Repair and replace plumbing fixtures, as required.
- Inspect and perform routine maintenance on HVAC equipment.
- Repair, replace and maintain interior and exterior lighting systems.

Water Lead

- Excavate and prepare potholes and excavations related to utility line repair for patching on streets and alleys.
- Load cold and hot mix, asphalt and patching oil; apply and finishes as required.
- Operate backhoe in digging trenches for pipe; operate trencher in digging narrow trenches; operate loader in loading truck; operate dump truck; set up tapping machines and tap into main lines.
- Set up and operate auger machine to make opening under highway and sidewalks.
- Measure and cut pipe.
- Install mains, service laterals, copper tubing, hydrants, valves, meters and meter boxes; read water meters.
- Determine location of underground lines and mark accordingly.
- Operate and repair valves as needed.
- Inspect, operate and maintain pump stations and water reservoirs.
- Read grade stakes for water service, meter height, and fire hydrants.

Marina Lead

- Repair docks, storage lockers, piers and access ramps; performs maintenance painting on all buildings and facilities and applies wood preservatives; repairs security gates as required.
- Rewire docks to meet tenant needs; maintains lighting circuits for boater safety and performs related basic electrical maintenance work.
- Maintain and repair pumps, irrigation and plumbing facilities.
- Greet and provides service and assistance to boat owners and visitors; ensures that Marina tenants and visitors have access and use of facilities as required; provides assistance to boaters in docking and maneuvering water craft; explains rules, regulations and required fees and rental charges.
- Perform custodial work in and around Marina facilities; empties trash containers and picks up litter; cleans and stocks restrooms; cleans floors, walls, furniture, windows and other interior and exterior elements of Marina facilities; removes graffiti and repairs vandalism; reports the need for major maintenance or repair.
- Maintain Marina landscaping and parking areas in a clean and orderly condition.
- Respond to emergencies and protects boats and personal property from damage, pumps out boats that are taking on water and takes debris and toxic materials to an appropriate waste or recycle site.

- Maintain public facilities, shop areas and other buildings in a clean and orderly condition, performing regularly assigned custodial work.
- Contact berth renters to notify them of work to be performed.

All Assignments

- Troubleshoot maintenance and repair problems, determine materials and equipment required for repair; may purchase materials and supplies from established suppliers.
- Direct the work of an assigned crew on a project basis; assist with the training and direction of new or temporary staff.
- Contact residents and businesses to inform them of work to be performed.
- Operate a variety of vehicles and construction equipment.
- Inspect and perform service, minor maintenance and repair on a variety of hand and power tools, vehicles and equipment.
- Maintain logs and records of work performed and materials and equipment used.
- Report the need for major contract repair or maintenance of facilities and equipment.

Qualifications

Knowledge of:

- Maintenance principles, practices, tools and materials for maintaining and repairing a variety of facilities, buildings, grounds and equipment such as found in the City and/or Marina.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- General principles of supervision
- Applicable codes and regulations.
- Shop arithmetic
- Safe driving rules and practices.
- Basic traffic control procedures.

Skill in:

- Providing instruction and guidance to maintenance workers.
- Performing semiskilled construction, modification, maintenance and repair work on a variety of facilities, buildings, grounds and equipment such as found in the City and/or Marina.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Using and maintaining tools and equipment related to the work skillfully and safely.
- Making accurate arithmetic calculations.
- Reading and interpreting construction drawings and specifications.
- Maintaining accurate logs, records and basic written records of work performed.
- Understanding and following oral and written directions.
- Working independently or in a team situation.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Public Works Lead Maintenance Worker

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

Education: Equivalent to graduation from high school.

Experience: Four years of increasingly responsible full time experience in public works and/or marina related operations and maintenance, including construction, maintenance and repair of street, sewers, storm drains, docks, electrical, systems, plumbing systems, and related public works and/or marina infrastructure.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record. Specified positions may require possession of a class B or A driver's license. Water Lead requires certification as a Water Distribution Operator II issued by the State of California in a time frame specified by the City. Sewer Lead requires California Water Environment Association Level 2 Collection certification in a time frame specified by the City. Building and Grounds Lead requires certification as a Certified Landscape Technician (maintenance and irrigation) issued by the California Landscape Contractors Association and a Qualified Applicator Certificate issued by the Department of Pesticide Regulations in a time frame specified by the City. Such certifications shall be maintained during employment.

Working Conditions:

Must be available for regular standby assignments and work emergency overtime as required. Must be willing to work out of doors in all weather conditions and with exposure to traffic, boating hazards and other potentially hazardous conditions.

Physical Demands:

Must possess strength, stamina and mobility to perform heavy physical work, use varied hand and power tools, drive a motor vehicle and heavy construction equipment and lift and move materials and equipment weighing to 90 pounds and heavier weights with the use of proper equipment; visions to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Marina Lead must be able to operate a small powerboat and swim 25 yards unassisted.

Approved Date: January 14, 2002

Resolution: 2002-05

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Bargaining Unit: General Employees Association

Resolution: 2002-06

Former Titles:

Abolished: