

## MAINTENANCE OPERATIONS LEADWORKER

PURPOSE: Direct and coordinate the work activities of crews performing maintenance operations.

### FUNCTIONS:

1. Supervise and perform maintenance operations for an assigned area of the City.
  - A. Supervise and perform maintenance on recreational surfaces and apparatus, bridges, forestry, flower gardens and other landscaped areas, and sidewalks.
  - B. Supervise and perform the maintenance of streets, alleys, and other areas assigned, including the grading, reshaping, patching, resurfacing, and ditching of streets and alleys.
  - C. Supervise and perform snow and ice removal and street cleaning in assigned areas.
  - D. Supervise and perform traffic maintenance activities such as pavement marking, sign fabrication and installation, and parking meter maintenance.
  - E. Maintain an adequate inventory of supplies and materials.
  - F. Investigate and respond effectively to complaints.
  - H. Investigate accidents and submit the required reports and paperwork.
  - I. Prepare and present reports as assigned.
  - J. Perform related duties as assigned.
  
2. Organize and direct the activities of assigned personnel.
  - A. Determine priorities, assign work, and coordinate schedules of assigned personnel.
  - B. Assist in the hiring, transfer, suspension, or discharge of assigned personnel.
  - C. Establish work standards and complete employee evaluations.
  - D. Monitor work sites to ensure compliance with established methods, guidelines, standards, and procedures.
  - E. Train personnel in correct and safe operating procedures.
  - F. Recommend adjustments or other actions in employee grievances.
  - G. Communicate with employees using various and multiple means to keep them informed and knowledgeable.
  - H. Direct all work to accomplish assignments in the safest manner possible.

### JOB REQUIREMENTS:

1. Education and Experience
  - † A. A verifiable combination of education and experience equivalent to two years which demonstrates a proficiency in the knowledge, skills, and abilities listed below; plus an additional two years' experience in the operation of trucks and equipment used in maintenance operations as described above.
  
2. License Requirements
  - † A. Possession of a Minnesota Commercial Driver's License Class A or equivalent by the date of appointment and continuously thereafter.

3. Knowledge Requirements

- † A. Extensive knowledge of the methods and practices of street, park, and traffic maintenance.
- † B. Knowledge of effective supervisory practices.
- † C. Knowledge of labor relations and the relevant labor agreements.
- † D. Knowledge of all applicable safety and operational laws and regulations.
- † E. Some knowledge of budgeting and purchasing procedures.

4. Skill Requirements

- A. Skill in directing and supervising others.
- † B. Skill in the use of equipment, procedures, and practices used in maintenance operations.
- † C. Must have demonstrable skill in one of the following three areas **FIRST DAY**, and develop the other two on-the-job.
  - i. Skill in maintaining, grading, reshaping, patching, resurfacing, and ditching streets and alleys and their appurtenances; and in snow and ice removal and street cleaning.
  - ii. Skill in maintaining forested, landscaped, and otherwise developed park areas.
  - iii. Skill in the application of pavement markings, installation of traffic control signs, and repair of parking meters.
- † D. Skill in handling public complaints and requests in a cooperative manner.
- † E. Skill in communicating effectively using various means.

5. Ability Requirements

- † A. Ability to direct and supervise work, delegate work assignments, motivate subordinates, and set and maintain effective performance standards and goals.
- † B. Ability to establish and maintain effective working relationships with others.
- † C. Ability to read and interpret manuals, catalogs, shop drawings, and relevant labor agreements.
- † D. Ability to operate all applicable items of equipment in a safe, courteous manner for long periods and in inclement weather as required.
- † E. Ability to operate various hand and power tools and machines as applicable.
- † F. Ability to attend work on a regular basis.
- † G. Ability to climb, balance, stoop, lift, push, pull, and carry.
- † H. Ability to transport oneself to, from, and around projects, work sites, and public meetings.
- † I. Ability to occasionally lift and carry up to 50 pounds, and frequently lift and carry up to 25 pounds.

\* Essential functions of the job.

† Job requirements needed on the first day of employment.

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