

## 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.
  - \* G. Investigate accidents and submit the required reports and paperwork.
  - \* H. Prepare and present reports as assigned.
  - I. 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 Requirements
  - + 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.

HR: CT	Union: Basic	EEOC: Skilled Craft Workers	CSB: 08/08/2000	Class No: 1756
WC: 5506	Pay: 32	EEOF: St/Highways	CC: 10/10/2000	Resolution: 00-0651R