LEAD MAINTENANCE & UTILITY FIELDWORKER JOB DESCRIPTION
Open-Competitive Recruitment
(Salary: $64,704 - $78,648 Annually)

GENERAL STATEMENT OF DUTIES:

Under the general supervision of the Director of Public Works, the Lead Maintenance & Utility Fieldworker performs a variety of skilled work in general maintenance, repair and construction work assignments in support of public works projects as required in their Division; performs work on City streets, storm drainage systems, sewer systems, water systems, and other City properties and facilities.

DISTINGUISHING CHARACTERISTICS:

The Lead Maintenance and Utility Fieldworker is the advanced journey level classification in the Maintenance and Utility Fieldworker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, and independence of action taken. Employees in this classification supervise, assist, and provide other support to Fieldworkers in the accomplishment of assigned projects. This job classification performs the full range of duties assigned to the Maintenance & Utility Fieldworker series, including performance of advanced journey level activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

This employee receives general supervision from the Director of Public Works.

This employee exercises supervision over Maintenance and Utility Fieldworkers engaged in service, maintenance, and repair of City utility systems as a crew leader.

EXAMPLE OF DUTIES:

1. Supervises and provides direction, advice, training and assistance to Maintenance and Utility Fieldworkers.
2. Assign and review the work of Maintenance and Utility Fieldworkers and provide feedback to the Director of Public Works relating to standards of performance or performance-related issues.
3. Communicate effectively with subordinates and other divisions/departments to coordinate projects and work schedules.
4. Installs, repairs and maintains streets, sidewalks, storm drains, traffic signs and landscaping.
5. Operates and maintains a variety of light and heavy equipment including backhoe, loader, dump truck, boom truck, jack hammer, and sewer rodding machines; drives other City vehicles and operates other power equipment as necessary.
6. Performs major and minor repairs to equipment used in the course of duties.

7. Trims and maintains trees in public right-of-way, trims lawns, shrubs, maintains parks and other landscaped areas, performs other maintenance work as assigned.
8. Performs building maintenance tasks such as painting, minor construction and general repairs.
9. Lifts, moves and carries heavy objects.
10. Performs pick and shovel work in digging, widening and back filling trenches and assists in the maintenance and repair of water and sewer lines.
11. Applies pesticides and herbicides as directed.
12. Performs complex and skilled work in the installation, removal, replacement, maintenance and repair of water, wastewater, and storm drainage systems.
13. Maintains, repairs and installs water mains, water service, water pumping equipment, purification equipment, fire hydrants and related equipment.
14. Maintains and operates water reservoirs, valves and related piping, including Sewer Plant and Water Filtration Plant.
15. Maintains daily activity log, monitors storage tank levels, sounds wells and records depths for report purposes.
16. Perform basic analysis in water and wastewater treatment.
17. Reads meters and keeps accurate records.
18. Installs, repairs and maintains wastewater facilities consisting of sewage and wastewater treatment plant.
19. Operates and maintains pumps.
20. Operates and maintains aerators, clarified digesters, grinders, filters, chemical dispensers and related equipment.
21. Maintains treatment ponds.
22. Checks meters, gauges and flow meter readings for plant operators, assists in reviewing results of laboratory tests to determine effectiveness of plant operations.
23. Adjusts plant controls and process to ensure effective treatment.
24. Repairs and maintains the wastewater collection system, operates sewer rodder equipment.
25. Responds to customer requests for service, complaints and problems.
26. Answers emergency calls, takes appropriate action such as placing barricades, calls out additional assistance/responsible agencies, removes fallen trees and limbs, clears clogged drainage channels, repairs/replaces street signs, performs emergency patching of streets, performs emergency repairs on water and sewer systems.
27. Train staff in proper work procedures.
28. knowledge of occupational hazards and standard safety practices as necessary in the area of work assigned
29. Maintains a safe working environment.
30. Performs other duties as assigned.

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of City operations, procedures, and regulations for water or wastewater systems; knowledge of occupational hazards and standard safety practices as necessary in the area of work assigned; knowledge of basic construction maintenance and procedures, methods and terminology; ability to act as lead worker and perform advanced journey level water and wastewater utility maintenance work; ability to operate a variety of hand and power tools and heavy equipment, including the operation of trucks, dump trucks, loaders and backhoes or has the ability to gain operational skills within probationary period; ability to perform maintenance and repair of job-related equipment; ability to understand calculations and communicate effectively both verbally and in writing; ability to work with and communicate with other employees, departments and the public in a positive and productive manner; ability to supervise, assist and train less experienced worker; possession of a valid California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Strenuous physical work with continuous exposure to such unpleasant elements as dust, fumes and odors, dampness, raw sewage, noise levels, or outside weather conditions. Physical demands include frequent lifting and carrying of objects over 75 pounds, often combined with stooping, bending, twisting, crawling, reaching, working above ground at heights of 40 feet or more or on irregular surfaces, and working in confined spaces. Employee will be required to maintain Hepatitis B immunization. Must be able to work on-call and weekend shifts.

EDUCATION AND EXPERIENCE:

Education: High School diploma or General Education Development certificate required.

Experience: Three years of progressively responsible experience at the Journeyman Maintenance & Utility Fieldworker level or equivalent in the operation and maintenance of water distribution and/or wastewater treatment facilities including at least one year of experience as a crew leader, skilled worker, or other supervisory experience in a public works capacity.

SPECIAL QUALIFICATIONS:

Driver's License: Possession of a valid California Class C driver's license at the time of appointment.

Licenses:

At the time of appointment, certification issued by the State of California will be required at Grade III – Wastewater Treatment or Grade II – Water Treatment, as well as any combination of education and/or experience necessary for satisfactory job performance. The maintenance of valid licenses and certificates is a condition of continued employment and shall be continuously maintained. Stipends awarded for additional appropriate certifications.

SELECTION GUIDELINES:

City application required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical and Live Scan background check.

PROBATIONARY PERIOD:
Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining permanent status.

The duties listed above are not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor. This position is considered non-exempt.

This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures.