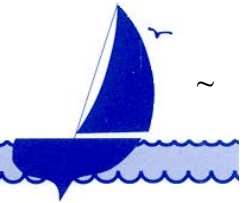




City of Des Moines, Washington

JOB DESCRIPTION



LEAD MAINTENANCE WORKER

Regular, Full-time

Salary Grade: T-19

FLSA Status: Overtime Eligible

Union Status: Teamsters

EEO Category: Service Maintenance

Nature of Work

Under the general direction of the Public Works Maintenance Superintendent, employees in this job classification are responsible for providing lead direction to assigned crews, overseeing day-to-day maintenance activities and performing a full range of semi-skilled and skilled tasks involved in the construction, maintenance, and repair of streets, surface water management systems, parks, and/or facilities. Incumbents perform the non-routine and most complex troubleshooting, installation, repair and maintenance work, requiring the application of considerable knowledge of departmental equipment, facilities and operations; trains other personnel in the use of departmental equipment as directed; schedules daily work and supervises small work crews, organizes material and equipment, directs work crew to ensure time and safe accomplishment of tasks, assists in evaluation of crew members and interviewing prospective employees. This is the lead classification of the maintenance worker job series. Incumbents are responsible for providing lead work direction, technical assistance and training to assigned staff. The incumbent is responsible for overseeing, inspecting and participating in the work of the crew.

Essential Functions

- Guides, checks, monitors, inspects and reports on the work of assigned crew engaged in one or more of the following areas, depending on assignment: maintenance, operation, and repair of parks, facilities, streets, and surface water management systems.
- Leads and performs arduous labor in the construction, maintenance and repair of assigned areas.
- Assigns specific tasks to crew members at the job site; trains, instructs and corrects the work of crew members, ensuring that accepted work and safety methods are practiced.
- Enters accurate daily work records in the City's computerized asset and maintenance management system to schedule and assign work to crew and maintain records of time spent and materials used on assigned projects.
- Installs culverts, catch basins, and drainage facilities.
- Operates departmental equipment, including tractor mower, brush cutter, backhoe, front-end loader, asphalt paving machine, grader, roller, dump truck, and tractor.
- Repairs and maintains streets.
- Cleans culverts and ditches with departmental equipment.
- Performs building and grounds maintenance.
- Performs preventative maintenance and minor adjustments to equipment.
- Organizes and assembles materials and equipment necessary for tasks.

- Enters confined spaces.
- Operates a computer for correspondence and to enter, retrieve, review, and modify data.
- Assists with the evaluation of crew members.
- Assists with interviewing prospective employees.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Detailed knowledge of equipment operation.
- Knowledge of general equipment repair and maintenance.
- Knowledge of safety rules and procedures.
- Knowledge of street repair and maintenance techniques and procedures.
- Knowledge of surface storm water systems repair and maintenance techniques and procedures.
- Ability to use and operate tools and equipment related to assignment,
- Ability to follow oral instruction and read, interpret, follow and explain written instructions.
- Ability to use initiative and sound judgment within established guidelines.
- Ability to operate City vehicles, including commercial vehicles, observing legal and defensive driving practices
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to operate computer equipment and software applications related to assignment.
- Ability to work as a team member in a challenging, changing environment.
- Ability to operate equipment safely and efficiently.
- Ability to establish and maintain effective working relationships with other employees, supervisors, and the public.
- Ability to perform heavy manual labor.
- Ability to effectively plan work, organize equipment and supplies, and properly and safely lead, train and supervise the work of a small work crew for task accomplishment.
- Ability to read, follow complex written instructions, and perform basic mathematical computations.
- Ability to perform heavy manual tasks for extended periods of time under varying weather conditions.
- Ability to lift objects up to 100 pounds single-handedly and 200 pounds with assistance.
- Ability to climb ladders, walk, kneel, crouch, and stand for long periods of time.
- Ability to work in confined spaces.

Education and Experience Requirements

- Graduation from high school or GED equivalent; and
- Four years' of progressively responsible experience in parks and/or streets maintenance.
- One year of lead and supervisory experience in a maintenance setting preferred.

Special Requirements

- Successful completion of a pre-employment background and criminal history check.
- Possession of a good driving record, and ability to maintain throughout employment.
- Possession of, or the ability to obtain within six months of hire date, a Class A Commercial Driver's License (CDL), and maintain throughout employment.
- Pre-employment, random, and post-accident drug and alcohol testing are required for this position.
- Possession of a valid First Aid/CPR card, or obtain within three months of hire date, and ability to maintain throughout employment.
- Possession of a current Washington State Department of Transportation Traffic Flagging Card within three months of hire date; must maintain throughout employment.
- Park Division employees must maintain a current Commercial Pesticides Operator's License.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

Work is primarily performed in an outdoor environment, which may include uneven and unstable walking surfaces, tripping hazards, moderate noise levels, adverse weather conditions, exposure to noise, dust, grease, smoke, fumes, gases, chemicals, pesticides, traffic and heavy equipment.

Position requires driving a vehicle. The position requires continuous teamwork, customer service, and the ability to write, understand, read and speak English; frequent interpersonal skills, creativity, use of discretion; occasional problem analysis and training/supervising. Physical activities include continuous hearing, frequent standing, walking, stooping, fingering, talking, reaching, feeling, sitting, bending, grasping, handling and repetitive motions of hands, wrists and feet; occasional crawling and climbing; must be able to push, pull and lift 100 pounds and carry 60 pounds.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2022.