

CLASS TITLE: LEAD WORKER
Full-Time Hourly Non-Exempt
Department: Parks
Supervisor: Park Services Manager
Supervises: Maintenance Worker I & II

DEFINITION

Under the general supervision of the Park Services Manager, this position provides supervision, direction, and assistance to District personnel who perform a wide variety of building and facility maintenance, construction, renovation, remodel, and repair work. This position may serve in the absence of the Park Services Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide direction and supervision to employees, including training, evaluation, and discipline. Schedules, assigns, and coordinates the work of employees in the performance of landscape and park maintenance activities.
- Install, repair, maintain, and adjust plumbing fixtures, clear plugged drains.
- Investigate electrical system malfunctions and make appropriate repairs.
- Monitor/Maintain District HVAC/R systems and be capable of making appropriate diagnosis and repairs.
- Construct concrete curbs, drains, and sidewalks.
- Perform a wide range of mechanical repairs on park maintenance equipment and vehicles.
- Replace broken windows, doors, locks, floor tiles, or other fixtures.
- Determine nature of repairs required related to sequence of work activities.
- Obtain advice from superiors on unusually complex repairs such as when power, water or other critical services may be interrupted for an extended period.
- Supervise the activities of employees or court-assigned workers assigned to assist on larger projects.
- Perform preventative maintenance on surfaces, structural systems, and all District equipment.
- Knowledge of irrigation booster pump operation, maintenance, and repair.
- May be assigned to support other operational needs when necessary.

QUALIFICATIONS

- Maintenance and repair of large-scale HVAC systems, such as those used in public schools and public use spaces.
- Experience with sheet metal systems and utilization in public spaces.

- Use and maintenance of manual and power tools and equipment commonly associated with building maintenance.
- Thorough understanding of advanced safety policies and procedures.
- Proven supervision of building and park maintenance teams.
- Understanding of general park maintenance equipment (ex: mowers, tillers, aerial lifts).
- Possession, or previous possession, of certifications in pesticides, herbicides, or other chemical handling.
- Experience with Microsoft Word and Excel.

EXPERIENCE AND EDUCATION

High school diploma, or equivalent, is required. Two (2) years of experience leading a maintenance team. Five (5) years of experience working in a public facility such as a public school, multi-use public park, gymnasium, or aquatic center.

SPECIAL QUALIFICATIONS

- Possession of a valid California Driver's License and good driving record.
- CFC Certification preferred.

WORKING CONDITIONS

Physical conditions: Must possess mobility to work in a standard office and/or facility setting and use standard office and/or maintenance equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess physical stamina to lift and move tables and chairs, arrange facilities for community events and/or meetings. Ability to utilize hand tools, power tools, driving mowers, cherry pickers, and other large scale tools and equipment needed for proper park maintenance. Occasionally bend, stoop, kneel, reach, climb and walk on uneven surfaces. Comfortable with being on ladders, rooftops, and up to 50 feet in a powered lift. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 75 pounds.

Environmental Demands: Outside: Works outside in a variety of weather conditions ranging from cold rainy weather to +100° F. Inside: Works indoors in large buildings and gymnasiums.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.