

**MONO COUNTY  
BARGAINING UNIT: MCPEA**

**PUBLIC WORKS MAINTENANCE LEADWORKER**

**DEFINITION**

Under direction, to perform the full range of assignments in the maintenance, repair, and construction of County facilities consisting of buildings, parks, ballfields, restrooms, campgrounds, airports, cemeteries, and other public works facilities; to operate all equipment; to perform a variety of skilled and semi-skilled work in the maintenance and repair of buildings, fixtures and plant equipment; to perform grounds maintenance duties; to provide lead direction and training to other Public Works Maintenance Workers; to direct other maintenance staff in the absence of the supervisor; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the lead level in the Public Works Maintenance Worker Class series. Incumbents in this series will be assigned primarily to Parks & Facilities work. This is considered the advanced journey level in the Parks & Facilities Division. Incumbents perform the full range of tasks with minimal supervision. Incumbents provide lead direction and training to subordinate staff and assist the Assistant Public Works Director or Project Manager with project scheduling, task assignments, ordering materials and supplies, and obtaining price quotes.

**REPORTS TO**

Assistant Public Works Director or Parks & Facilities Superintendent.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Provides lead direction and work coordination for Public Works Maintenance Worker I, II, III and Limited Term Employees assigned to the Parks & Facilities or Building divisions, as well as to extra help persons assigned to assist with maintenance work at buildings, parks, landscaped areas and other county facilities.

**EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

**PARKS & FACILITIES:** Performs the full range of duties in the maintenance and repair duties of County buildings and grounds; performs carpentry, painting, plumbing, welding, HVAC, and electrical work; performs building alterations; makes repairs and adjustments on electrical, pneumatic, and electronic control devices, steam and/or hot water boilers, furnaces, pumps and kitchen and laundry appliances; maintains ventilation systems, air compressors, emergency generators, and air conditioning equipment; installs electrical fixtures; performs cleaning and care of the County buildings and facilities; maintains the assigned areas in a clean, orderly, and safe condition; moves and arranges furniture and equipment; operates hand tools and power tools; takes care of equipment and materials used in work assignments; mows and edges lawns and other grounds areas; trims trees, shrubs and hedges; waters ground areas; installs, operates and maintains a variety of irrigation equipment; performs landscaping and gardening; participates in

the remodeling of County buildings; assists with the inspection of buildings and facilities for needed repairs; learns to operate heavy equipment such as trucks, tractors, graders, loaders, and snow equipment; snow removal; constructs, assembles, and repairs furniture; may oversee and assign work to temporary work staff; provides lead direction and training to other Public Works Maintenance Worker staff in the Parks & Facilities or Building divisions; assists with project scheduling, task assignments, ordering materials and supplies, and obtaining price quotes; completes and maintains accurate records and reports; maintain confidentiality.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 50 pounds unassisted and greater than 50 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of equipment including hand and power tools, electrical testing equipment, computers and telephones.

### **TYPICAL WORKING CONDITIONS**

Work is performed outdoors in varying temperature, severe weather, and humidity condition; work is performed in environment with constant noise; exposure to fumes, grease and oils; exposure to moving equipment; exposure to electrical current; exposure to controlled and hazardous substances, pesticides, herbicides, and chemicals; frequent contact with staff and the public. Incumbents are subject to working after hours, evenings, weekends, holidays, and call-outs.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- Knowledge of maintenance and construction tools and equipment.
- Principles of lead direction and training.
- Landscaping, carpentry, electrical, and plumbing trades.
- Standard tools, methods, practices, and materials involved in the building trades.
- Applicable provisions of building, electrical, and plumbing codes.
- Plumbing, heating/cooling and electrical systems in County buildings.
- Methods and practices followed in the maintenance of tools, machinery and equipment.
- Occupational hazards and safety precautions of the building maintenance trades.
- Operation and repair of automatic timing controls, heating, air-conditioning, boilers, and ventilating equipment.
- Safe work and driving practices.

#### Ability and willingness to:

- Perform a variety of unskilled and semi-skilled work in the maintenance, construction, and repair of County parks, and public works facilities.
- Operate all equipment.
- Maintain records.
- Perform heavy physical labor.
- Maintain and make basic repairs to equipment.
- Perform a wide range of skilled and semi-skilled building trades work.
- Skillfully use a variety of building trades tools and equipment.
- Perform a variety of grounds and landscape maintenance assignments.

- Read and understand plans, construction drawings, and blueprints.
- Recognize and locate conditions which require maintenance and repair work.
- Use and care for hand and power tools utilized in the building trades.
- Estimate time and materials needed to perform maintenance, construction, and repair jobs.
- Follow written and oral instructions.
- Perform arithmetic calculations at the level necessary for satisfactory job performance.
- Use Computers.
- Maintain confidentiality.
- Obtain a Class A driver's license.
- Regularly work well under pressure, meeting multiple and sometimes deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

Two years increasingly responsible work experience equivalent to a Public Works Maintenance Worker III.

Successful completion of College or Trade School Coursework in the Building and/or Road Maintenance Trades is highly desirable.

Special Requirements:

- Possession of a driver's license valid in California.
- Depending on assignment, incumbents may be required to show proof of a Class A driver's license, with appropriate endorsements, valid in California.

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Salary Range 58