

Greater Vallejo Recreation District Job Description

Classification Title	Lead Maintenance Worker
FLSA Status	Non-Exempt
Salary Grade	541B
Reports To	Parks Supervisor

GENERAL SUMMARY

This position is responsible for completing skilled maintenance, purchasing parts, planning maintenance activities, scheduling repairs, and supervising maintenance staff. This is a lead and technical journey level class in the Parks series.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Leads, oversees, and participates in the operation of construction and maintenance equipment and power tools such as the dump truck, front-end loader, backhoe, grader, jack hammer, and turf mower, maintain hand and power tools and assigned equipment. Performs preventative maintenance on equipment.
- Adhere to established safety regulations and precautions related to all work performed.
- Estimates time, materials and equipment need to perform assigned maintenance activities. Maintains accurate records of maintenance repairs and services.
- Responds to public inquiries in a courteous manner. Provides information within the area of assignment and resolves complaints in an efficient and timely manner.
- Oversees the work of assigned staff. Provides guidance and delegates tasks.
- Contacts vendors, contractors, public agencies, and the public to confer on maintenance activities.
- Schedules equipment, sport field, and vehicle maintenance.
- Orders and purchases parts needed to complete maintenance activities.
- Attends a variety of trainings and meetings.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Exercises functional and technical lead duties over lower level Parks staff.

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HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Interactions may result in decisions regarding implementation of policies. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/promotional level budget and expenditures.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or G.E.D. equivalency
- Three (3) to five (5) years' experience in facility construction and maintenance or as a licensed contractor
- For incumbents in lower classifications within the series seeking promotion, at least three years experience as a Parks Maintenance Worker II or equivalent.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- Possession of a California Class C driver's license.
- Possession of or ability to obtain Qualified Applicator Card upon hire or as soon as administratively possible within the probation period.

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COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Operations, services and activities of public works, parks, and landscape maintenance programs
- Principles of lead supervision and training
- Methods and techniques of construction, maintenance, and repair related park maintenance
- Operational characteristics of mechanical equipment and tools used in parks maintenance
- Occupational hazards and standard safety practices

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Perform skilled maintenance in construction and repair work in the area of work assigned
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner
- Read and interpret basic maps and blueprints

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WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site		X	
Confined space		X	
Vehicle			X
Warehouse environment			X
Shop environment			X
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate			X
Individuals with known violent backgrounds			X
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases			X
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances or waste			X
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- This position requires frequent exposure to unpleasant environmental conditions and/or hazards and requires *medium physical effort*. Majority of work performed outside or with exposure to risk. Incumbents may be required to exert up to up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

EEO STATEMENT

GVRD is an equal opportunity employer.

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ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print)_____

Employee Signature:_____

Date:_____

Date created	6/28/2021
Dates revised	