



## POSITION DESCRIPTION

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Title:	<b>Maintenance Worker III – Lead – Water/Street Division</b>
Department:	Public Works
Representation:	IBEW, Local 483 (International Brotherhood of Electrical Workers)
FLSA Status:	Non-exempt
Salary:	Pay range 19 – \$5,164 - \$6,275

### GENERAL PURPOSE

This full-time, non-exempt lead maintenance position is responsible for directing the daily work of the maintenance personnel assigned to his/her assigned Public Works crew.

### SUPERVISION

This position performs work under the direct supervision of the Water/Street Supervisor, Public Works Superintendent and the general supervision of the Public Works Director and Mayor. This position works closely with other Public Works employees.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The Maintenance Worker III Lead is a full time regular non-exempt position and performs complex tasks and a variety of skilled and non-routine duties associated with maintenance, installation and/or repair work of the water and street systems, and operates a variety of equipment and tools.

The Maintenance Worker III Lead is responsible for and takes the lead to give instructions and directions to subordinate personnel assigned; oversees work of the crew; makes on-site job assignments; ensures the availability of materials and equipment; trains crew members in the current operating procedures and equipment operations. The incumbent receives only occasional instruction or assistance, and is fully aware of the operating procedures and policies.

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties as assigned. Thus, key duties include but are not limited to the following:

- Provides leadership and guidance to maintenance crews and performs the work required to maintain roadways and water systems.
- Plans, organizes, and completes work assignments in a safe and timely manner and in accordance with Department standards.
- Ensures the availability of equipment and supplies necessary to complete maintenance tasks.
- Proficiently operates and provides training to maintenance workers in the operation of light and medium sized construction equipment including but not limited to backhoe, street sweeper, vactor truck, boom crane, front-end loader, jetter/inductor truck, ditch witch, power lawn mowing equipment, slope mower, asphalt rollers, dump truck, etc.
- Trains, makes work assignments and assists with evaluations of crews.

- Ensures that work is completed in a timely manner.
- Prepares and maintains accurate records and reports of activities, work orders, materials used, labor hours, etc.
- May perform locates for water and other infrastructure.
- May perform regular inspections and maintenance of water and street systems.
- Oversees the fabrication and installation of directional and traffic signs as required.
- Oversees and assures proper installation, maintenance and repair of service connection to water mains using special tapping equipment to install valves, lateral water service lines, blow offs, fire hydrants and meters.
- Assists with the operations necessary for control of snow and ice on roadways.
- Performs carpentry and cement work as required.
- Coordinates and sets up materials required for assigned jobs in accordance with Departmental and WISHA standards.
- Orders materials for assigned jobs within budget limits.
- May perform the general functions of supervisor in his/her absence.
- Responds to public inquiries in a courteous manner; provides information within scope of knowledge or refers to employee of higher classification.
- Assures the proper handling and/or application of hazardous materials in accordance with current state regulatory guidelines.
- Maintains safety practices and procedures, including proper use of safety equipment, recognition and report of potential and actual safety problems involving City facilities and equipment. Reports all required equipment maintenance to supervisor and Public Works Superintendent. Observes all motor vehicle laws and assures the safe operation of City vehicles.
- Record keeping and data input into the asset management program

## **MINIMUM QUALIFICATIONS**

### **Education:**

- Graduation from high school or GED equivalent; and
- Five years of increasingly responsible experience in water, street and other public facility infrastructure construction and maintenance, with three years minimum experience as backhoe/equipment operator.
- Two years of increasingly responsible experience as a foreman/lead person.
- An equivalent combination of education, training and/or experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

### **Licensing and Other Requirements:**

- CDL Class B certification with air endorsement – Preferred at time of hire. Must have and maintain, or must obtain within 12 months of hire.
- Water Manager II Certification preferred at time of hire. Must have or obtain within 12-months of hire.
- Cross Connection Control Specialist Certification desirable but not required.
- Flagging and traffic control certification – Must possess, or must obtain within 90 days of hire.
- CPR and First Aid – Must have, or must obtain within 90 days of hire.
- Other specific certifications may be required in accordance with assigned duties.
- Must be able to respond to overtime requests and be on-call.
- New hires must successfully pass the City's pre-employment driver's records check.
- New hires must successfully pass the City's pre-employment substance abuse screening.

**Knowledge, Skills and Abilities:**

- Thorough knowledge of construction and maintenance methods and techniques for water systems, streets and other public facility infrastructure.
- Working knowledge of proper safety standards and precautions related to the work.
- Skill in the operation of various hand tools and equipment utilized in area of assignment.
- Ability to follow written and oral instructions and to communicate effectively, both orally and in writing.
- Ability to plan, organize, coordinate and assign the work of assigned crews.
- Exercises good judgment and makes decisions within the scope of each assignment
- Ability and willingness to be included in on-call rotation and respond to emergencies on a 24-hour basis.
- Ability to establish and maintain effective working relationships with other employees, agencies, and the general public.
- Competency in desk top computer systems and ability to use Microsoft Suite computer software systems.
- Thorough knowledge of the operation of light to medium construction equipment.
- Must have the physical strength and agility sufficient to perform the work.

**Tools and Equipment Used:** Personal computer, with programs including but not limited to Microsoft Outlook, Word, Excel and various specialty software; calculator; phone; radio; copy machine; motorized vehicles and equipment including pickup, dump truck, backhoe, forklift, generator, saws, and various common hand and power tools.

**Work Environment/Physical Demands:** The work is generally performed outside and exposed to the elements. The employee is often working on public rights of way, exposed to traffic hazards, sometimes at night or in inclement weather. While performing the duties of this job, the employee is regularly required to be able to perform physical and repetitive labor, walk, stand for long periods of time, stoop, kneel, climb, bend, and work in tight or confined areas, traverse rough terrain, work in or over water, work at height or on a scaffolding, frequently lift and/or move 60 pounds and occasionally lift and/or move up to 100 pounds. Must be able to hear alarms and have the ability to audibly identify the presence of a dangers or hazards, see (including peripheral, color, distance and depth perception) and to move/react quickly. There is frequent exposure to loud noises, extreme heat and cold.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The City of Milton is an equal opportunity employer and does not discriminate based on disability, race, marital status, gender, religion, age, or national/ethnic origin.*

This description was prepared to indicate the general nature, kinds of activities, and levels of work difficulty typically required. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and/or qualifications required of employees assigned to this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position. Individuals may be required to perform other related duties and responsibilities as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**DISCLAIMER**

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.