



JOB DESCRIPTION

Maintenance Lead Worker—Solid Waste

Date Prepared: May, 2022

SUMMARY: Under limited supervision, provides direction to work crews, volunteers, and court-approved sentence workers within the Solid Waste division in the performance of maintenance and repair functions. Performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Organize, plan, schedule, and assign work to maintenance crews.
- Provide direction to crew members, train employees, evaluate, recommend disciplinary actions for employees, and set timeframes for work assignments and projects.
- Prepare estimates of labor, materials, and equipment.
- Research and prepare bids for equipment, materials and supplies.
- Procure tools and equipment for work projects and maintain a variety of work records.
- Inspect and maintain work sites; review the quality of work of crews and contractors; ensure employee safety; perform complex work duties.
- Investigate/resolve public complaints.
- Operate a variety of motorized equipment and vehicles including compacting trash truck, utility trailers, dumping trailers, and front-loading tractors.
- Attend and/or conduct various meetings including employee safety meetings and training sessions.
- May serve on-call Standby for after hours and emergency situations.
- Remove illegally dumped items, hazardous materials, and other debris, as needed within the City.
- Remove debris from homeless encampments.
- Complete tire manifests, daily reports, cost recovery worksheets, and other record keeping, using paper forms, and/or computer programs.
- Board up, paint, and otherwise secure abandoned or vacant buildings. May include welding tasks.
- Maintain inventory and supplies at warehouse/storage facilities.
- Assist with distribution of information/notices/door hangers to residential and commercial locations.
- Use, maintain, and repair tools and small equipment.
- Pick up and deliver supplies.
- Prepare estimates of materials and equipment needed for board-up and cleanup projects.
- Procure tools, equipment, materials, and supplies for work projects.
- Assist in the preparation and coordination of illegal dump and homeless encampment debris removal projects.

- Assist with inspection of commercial and residential properties to determine status of solid waste or water services and corrective actions needed, if any.
- Review service requests and assign/schedule workers to respond.
- May serve on-call standby for after hours and emergency situations.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND three years public works maintenance and repair operations OR heavy truck/equipment operation requiring a Class A or B commercial driver's license INCLUDING one year of supervisory or lead work experience is required.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess of a valid California Class "A" or "B" driver's license with endorsements and maintain throughout the length of employment with the City of Victorville.
- Successful completion of Forklift Operator certification by end of probation.
- Successful completion of HAZWOPER training from San Bernardino County Fire Department required by the end of probation
- Successful completion of training for court appointed sentence workers required by the end of probation.

Knowledge of:

- Applicable state and federal codes, ordinances, laws, rules, and regulations.
- Construction, maintenance and repair practices and methods.
- Public works construction and maintenance operations.
- Public Works practices, methods, tools, materials, and equipment.
- Welding practices and methods.
- Proper lifting techniques.
- Employee safety practices and use of personal protective equipment.
- Operation of motorized construction and maintenance equipment and vehicles.
- Principles and practices of project management.
- Principles and practices of effective employee supervision.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Operating power and hand tools, motorized equipment, and vehicles.
- Calculating materials and supplies for projects.
- Maintaining basic written records.
- Time management.
- Attention to detail.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, vendors, suppliers, contractors, external public agencies, schools, utilities and the general public.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in both an indoor and outdoor environment. Exposure to dangerous machinery, extreme weather conditions, excessive noise, and wildlife. May be required to climb ladders; work in trenches and in confined spaces. May be required to stand and/or walk, stoop and bend for long periods of time. Must be able to lift and carry items weighing up to 100 pounds. Exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Physical demands require bending, stooping, and frequently lifting moderately heavy and heavy objects. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent may be required to respond to emergencies after regular working hours and on weekends, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date