

GENERAL MAINTENANCE LEADERDEFINITION

Under general supervision, plans, coordinates, trains and participates in the work of skilled crafts employees who perform a variety of maintenance and repair tasks in City parks and buildings.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Plans and assigns routine activities and directs the work of individuals or small crews to improve, repair and maintain park facilities and properties. Determines equipment, material and staff needed to complete work. Performs and trains others to perform a variety of skilled tasks including but not limited to welding, pipe fitting, plumbing, irrigation, masonry, electrical, carpentry and general construction work. Instructs, assigns work to others and/or personally tests, installs, repairs or performs maintenance work on backflow devices and irrigation systems including controllers, moisture sensors and remote control valves, flush valves, water and sewer lines, drinking fountains, pumps and automatic valves, electrical circuits, lighting fixtures and restroom fixtures. Coordinates or performs a variety of fabrication, installation and repairs tasks on damaged plaster, asphalt and concrete surfaces, brick, tile and blocks, metal gates, flooring, benches, flooring supports, overhead structures, roofs, door frames, tables and other structures. Inspects park structures to insure safe operation, determines the need for repair or maintenance and coordinates or directs needed repairs. Completes and keeps records of job order assignments in support of other park operation sections and follows up on service of equipment. May assume supervisory responsibilities in the absence of the General Maintenance Supervisor and performs related functions as needed.

DISTINGUISHING FEATURES OF THE CLASS

This is the skilled, "lead" classification in the General Maintenance series. Incumbents provide lead supervision over semi-skilled and skilled employees. The class differs from General Maintenance Worker in that it is responsible to plan, direct, coordinate, train and oversee the work of General Maintenance Worker. The class differs from General Maintenance Supervisor in that the latter performs the full range of supervisory duties, including administrative supervisory functions, such as preparing and conducting performance appraisals and making effective recommendations regarding employee selection or discipline.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years experience, including one year in a lead capacity in general outdoor facility maintenance and repair involving plumbing, irrigation, welding, masonry, electrical and carpentry work or any equivalent combination of education and experience that provides the knowledge, skills and abilities listed below.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: methods, materials, and equipment used in the various areas of assignment; use of hand and power tools in the construction, electrical, mechanical, carpentry, masonry, welding and plumbing trades; general construction and landscape construction codes; safety practices and procedures.

Ability to: plan, direct, train, oversee and perform skilled maintenance, construction, and repair work in the area assigned; use and maintain common hand tools, small power equipment and other facility equipment; provide effective verbal and written instructions; instruct others in correct maintenance procedures and safe use of materials and equipment; maintain harmonious working relationships with the public and other employees.

SPECIAL REQUIREMENTS

Possession of an Orange County Health Department Backflow Prevention Device Testing certificate prior to the completion of probationary period and as a condition of retention; possession and retention of a valid California driver's license; willingness to work any shift including weekends and holidays; ability to lift heavy objects. Course work in Total Quality Service and possession of Class A and B driver's license is desirable.

Working Conditions: May have to work outdoors in inclement weather.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are energetic, versatile, team-oriented workers who are skilled in and enjoy instructing and performing maintenance tasks in a variety of specialty areas. These self-starters take the initiative to identify and solve problems before they become critical, and perform high quality maintenance work in a thorough but timely manner.

Class title established per Council Resolution No. 85-36,
effective 2-1-85

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