

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER UTILITY GROUNDS AND PLANT MAINTENANCE LEAD WORKER

DATE: 10/14/2009

JOB CODE: 21864

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general supervision, to lead, guide, and participate fully in the work of assigned crews engaged in surface preparation and painting work, routine grounds keeping and landscaping, personally performing the more difficult work of the crew; to train, instruct, and correct the work of assigned crew members in the performance of specific tasks.

DISTINGUISHING CHARACTERISTICS

The class of Water Utility Grounds and Plant Maintenance Lead Worker is the working crew leader level in the Facility Maintenance series. Supervision is received from the Water Utility Supervisor. Incumbents routinely assign specific tasks to crew members at the job site and train, instruct, and correct the work of crew members insuring that accepted work and safety methods are practiced. Incumbents lead and perform a broad range of routine to very complex level duties, requiring advanced journey-level expertise. Incumbents are expected to use sound and independent judgment in carrying out job assignments, and may serve in the absence of the Water Utility Supervisor.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Assign specific tasks to crew members at the job site;
- Train, instruct, and correct the work of crew members, insuring that accepted work and safety methods are practiced;
- Guide, check, monitor, inspect, and reports on the work of the crews engaged in painting projects and grounds maintenance;

- Sandblast and water blast surfaces;
- Operate atmosphere tester;
- Lead and perform ground maintenance, weed abatement, and landscaping; plant, mow, edge, fertilize, and cultivate grass; trim and cut trees, plants, shrubs, and hedges.
- Lead and perform project well sandblasting and coating of covered reservoirs and water facilities, including buildings, pumping plants, steel tanks, and concrete reservoirs;
- Lead and participate in the inspection and repair of sprinkler systems and controllers;
- Operate Department vehicles and light and medium trucks; load and unload trucks;
- Operate a forklift, roller, cement mixer, compressor, jackhammer, concrete saw, sandblaster, drills, and similar equipment and tools;
- Operate a boom truck in hoisting;
- Operate light tractors and backhoes;
- Operate light, powered grounds and landscaping equipment, such as skip loaders, gang mowers, chain saws, edgers, push mowers, and trimmers.
- Operate hand and portable power tools; clean and maintain tools; maintain inventory of special tools;
- Clear work area of debris and rocks; excavate trenches; dig trenches with hand tools; dig, backfill, and tamp trenches; perform hand grading and tamping; may disc fields;
- Mix and apply epoxy and polyurethane paints using toxic and flammable thinning and cleaning agents;
- Repair cracks, holes, and abrasions using epoxy;
- Paint surfaces, sometimes using specialized coating and epoxies;
- Inspect surfaces and report conditions to supervisor;
- Direct the setup of lights, hoses, scaffolding, ventilation, and equipment;
- Ensure proper grounding to equipment and containers to eliminate static electricity;
- Ensure proper use of safety equipment; wear protective apparel;
- Ensure proper ventilation when working in confined spaces;
- Act in accordance with regulations of the Occupational Safety and Health Administration;
- Review plans and specifications of work to be done and requisition material;
- Inspect grounds for appearance, safety, and necessary maintenance;
- Inspect, install, and replace irrigation systems; set timers;
- Use sprayers;
- Service and make minor non-technical repairs to grounds keeping equipment;

- Perform varied heavy physical tasks to support the work of maintenance and operations crews, such as hauling materials, digging ditches and trenches, and filling ditches and trenches;
- Keep labor and material records;
- May take the place of the Water Utility Supervisor in their absence.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- General principles of supervision and training;
- Basic safety in working with tools;
- Appropriate safety precautions and procedures;
- Verbal English to understand and be understood; written English to communicate in writing at an intermediate level;
- Simple record keeping methods;
- Methods of painting and sandblasting;
- Shop mathematics applicable to the painting trade;
- Proper methods, materials, and tools used in the painting trade
- Painting and the mixtures of paints;
- Equipment used in both brush and spray machine painting;
- Principles of water distribution systems;
- Proper use of hand and portable power tools;
- Methods and materials used in grounds keeping and routing landscaping;
- Hand and power equipment used in grounds keeping and landscaping;
- Ground cover and plants common to Southern California;
- Operating procedures of light to medium motorized equipment;

Ability to:

- Lead and direct the work of others;
- Assist in planning and scheduling work assignments; set priorities, train, evaluate, select, and recommend discipline for subordinates;

- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Read, write, and perform mathematical calculations to determine accurate surface areas and ensure product purchases are correct;
- Maintain accurate records;
- Serve as supervisor in the absence of supervisor performing administrative functions including work orders, payroll, and construction orders;
- Work from blueprints, drawings, sketches, specifications, and technical manuals at an intermediate level;
- Use hand and portable power tools in moderately complex repair and construction projects;
- Perform heavy physical labor;
- Operate pneumatic and power equipment;
- Operate an atmospheric tester for entry into confined spaces;
- Operate a vehicle observing legal and defensive driving practices;
- Operate light to medium motorized equipment;
- Operate power and hand tools and equipment used in painting, grounds keeping, and related activities;
- Operate a vehicle observing legal and defensive driving practices;
- Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier.
- Erect and work safely from rigging and scaffolding;
- Perform skilled painting work, mix and match paints to proper consistency and color;
- Recognize and take proper precautions against common plant diseases and insects;
- Work in a variety of environmental conditions, indoors and outdoors, including wide temperature variations, noise, vibrations, fumes, odors and dust;
- Be physically capable of entering permit required confined spaces and wearing Self Contained Breathing Apparatus (SCBA) Equipment;
- Climb and work safely at heights above the ground, on ladders, scaffolds, or tower trucks;
- Adhere to and comply with safety standards and the proper use of safety equipment;

MINIMUM QUALIFICATIONS

Education: Graduation from high school, or equivalent;

And

Experience: Four (4) years of progressively responsible and specialized maintenance painting experience, of which two (2) years must include sand blasting, application of specialized protective coatings of concrete, steel, and wooden facilities. Experience in grounds maintenance or related horticultural or landscaping activity is highly desirable;

And

Certificates: Within 18 months of employment must have and maintain a State of California Department of Health Services Water Distribution Operator Grade 1 Certificate

And

Possession of a valid California Class "C" driver's license required upon application. Note: For out-of-state applicants, a valid driver's license is required and a valid California Class "C" driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c), Possession of a valid California Class "B" commercial driver's license with air brake endorsement, tanker endorsement, and valid Medical Examiner's Certificate appropriate for the equipment to be operated is required six (6) months after appointment..

NECESSARY SPECIAL REQUIREMENTS

Must be clean shaven or have trimmed facial hair in order to properly use personal respirators. Must pass a respirator medical exam. Must be able to work in enclosed spaces while wearing protective clothing under extreme temperatures and hazardous environment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents, and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions, and uncomfortable climatic conditions. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday.

Incumbents require sufficient mobility to work in a field setting in varying weather conditions, to operate hand tools, to transport materials and supplies weighing up to 75 pounds and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Water Utility Grounds and Plant Maintenance Lead Worker

To: WU Supervisor
WR Facilities Maintenance Supervisor

Job Description:

BOWC Approved: 11/3/2009 _____

Testing Standards:

Open/Promo/Sup App/Civil Service Oral
CSB Approved: _____