

## **LEAD GROUNDS/MAINTENANCE WORKER**

Bi-Weekly Salary \$1,769.08 TO \$2,485.48

### **THE POSITION:**

Under general supervision, to provide lead direction, train, and direct staff assigned to building and grounds maintenance; perform a variety of skilled and semi-skilled maintenance and repair work; and to perform related work as assigned.

### **CLASS CHARACTERISTICS:**

This is a one-position class with responsibility to provide lead supervision of staff on a day-to-day basis, and to perform a wide variety of landscape and grounds maintenance work on a wide-range of facilities. The incumbent works independently with policy direction and supervision from the Operations Manager or his/her designee. This position is distinguished from the class of Maintenance Worker by its primary responsibility for grounds maintenance and lead supervision.

### **EXAMPLES OF DUTIES:**

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

#### Interior of Units

- Clean
- Install and/or repair windows, doors, cabinets, closets
- Electrical and wiring, i.e. cuts, bends, and threads conduit
- Diagnosis complex plumbing issues
- Replace/repair Appliances i.e., ovens, stoves, refrigerators, water heaters
- Carpentry
- Painting
- Sheetrock repair including taping and texturing walls and ceilings
- Removal of trash and debris
- Install flooring to include but not limited to (vinyl, wood, carpet, VCT)
- Cleans carpets with extractor
- Perform other duties as assigned

#### Exterior of Units

- Maintain curb appeal, i.e. cutting grass, watering, trimming trees, shrubs and hedges, cultivation of plants, spraying and pulling weeds, install, repairs and maintains sprinkler systems
- Repairs street, parking lot and building lights
- Pressure wash buildings
- Removal of graffiti
- Pick up and remove trash and debris
- Maintain parking lots, streets, sidewalks, curbs, gutters and signs
- Checks and cleans storm drains and storm drain systems
- Repairs and or replacement of sidewalks (including cement and asphalt patch work as needed)
- Repairs fencing
- Repairs roofing as needed on different types of roofs
- Repair, clean and maintain roof gutters, downspouts and related components
- Performs pest services as needed as applied according to integrated pest management
- Applies herbicides, i.e. Roundup, and reports usage as required by jurisdiction
- Perform other duties as assigned

#### Equipment/Tools

- Ability to operate and maintain grounds equipment, i.e. tractor/riding mower/push mower/trailer, as it relates to this position
- Operates and maintains basics tools according to manufacturer's guidelines, and health and safety guidelines
- Follow and establish Safety Data Sheets (SDS) program

#### Health and Safety

- Follow all safety procedures such as using necessary safety equipment and reporting all safety hazards
- Provide training for staff as needed
- Assist in developing safety and service programs

#### Reporting/Documentation

- Ability to use appropriate computer programs such as Word, Excel and Outlook
- Complete required documentation on work orders, and submit within prescribed timelines
- Prepares purchase requests for landscape maintenance and related items
- Review monthly work order schedule report

- Print, evaluate, and prioritize work orders
- Maintain daily logs such as equipment/service logs
- Maintain communication with other staff members, vendors, contractors, property manager and project managers as assigned
- Ability to communicate effectively both in oral and written form
- Oversee staff in work programs
- Oversee Laborer and Maintenance Worker

Miscellaneous

- Order supplies
- Identify preventative maintenance
- Ensures that grounds and maintenance of the facilities are properly maintained
- Supervise and manage special projects
- Ability to work with contractors

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Basic methods, tools, equipment, and materials used in building maintenance and repair work, i.e., carpentry, electrical, heating, and plumbing
- Diagnostic principles and practices used in building/grounds maintenance repair work
- Methods, tools and materials used in preparation of and in painting of a variety of surfaces
- Proper use and maintenance of basic trade tools
- Safety principles and practices required for general maintenance/grounds work, trees, shrubs, plants and groundcovers used in parks and public landscaped areas
- Techniques, tools, equipment, and materials used in cultivating and maintaining a variety of landscaped areas;
- Use and safety applications for pesticides/herbicides
- Safety procedures used in maintaining landscaping and tree trimming techniques
- Basic supervision methods and practices

**Ability to:**

- Supervise and direct maintenance/grounds crews
- Perform specialized, skilled and semi-skilled maintenance/grounds work
- Ability to care for and maintain tools and equipment properly
- Analyze maintenance/grounds problems and determine alternatives for correction
- Follow oral and written instructions
- Use sound, good independent judgment within established guidelines
- Prepare basic maintenance/grounds schedules and reports

- Establish and maintain effective working relationships with others including but not limited to contractors and vendors
- Set priorities, identify, and resolve problems
- Utilize modern technology for communication
- Work outdoors in any/all weather conditions
- Climb ladders and perform tasks at various elevations
- Ability to read blueprints.

**Education and Experience:**

- Equivalent to completion of three years of experience in parks and/or landscape maintenance, or development that would demonstrate the above knowledge and abilities.

**Physical Requirements:**

*Essential duties require the following physical skills and work requirements.*

- Ability to work in a variety of park and landscaping settings, including dexterity to use a variety of landscape tools and equipment;
- Ability to lift up to 150 pounds and heavier weights with proper equipment;
- Ability to climb all necessary ladders as needed

**Special Requirement:**

- Possession of a valid California Driver's license and meet automobile insurability requirements.
- Must be available to work overtime and be subject to call back for maintenance/grounds emergencies.
- Must be able to perform heavy manual labor.