



Town of Hillsborough Positions Descriptions Maintenance Leadworker

Department: Public Works
FLSA Status: Non-exempt

Bargaining Unit: Public Works and Clerical
Revision Date: 8/03/00

GENERAL PURPOSE

Under general supervision, performs a variety of semi-skilled and skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Assists in the training of lower level employees performing the duties of maintenance, construction and repair of water, sewer, street and storm drainage facilities;
- Inspects and/or repairs booster pumping stations, reservoir, meters, streets, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly;
- Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.;
- Determines the locations of stormdrain, water and sewer lines from the appropriate sources prior to excavation;
- Responds to citizen's complaints and takes appropriate actions;
- Performs routine cleaning inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment;
- Operates light and medium-sized construction and power equipment, such as jet/inductor truck or backhoe/loader;
- Performs all duties in conformance to appropriate safety and security standards;
- Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, and fire hydrants.

DESIRED MINIMUM QUALIFICATIONS

Graduation from high school education or GED equivalent; valid California Class B drivers' license; and two (2) years of experience relating to construction, maintenance, or repair, or any equivalent combination of education and experience. Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities. Skill in operation of hand and power tools, equipment and vehicles. Ability to perform heavy manual tasks for extended periods of time; work safely; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees, other departments and the public.

City Manager: _____ Date: _____