



CITY OF GUADALUPE
Lead Maintenance – Facilities/Parks
SEIU Range 188
JOB DESCRIPTION

3/25/2022

DEFINITION:

Under general supervision, leads a crew and personally performs a variety of semiskilled and skilled tasks involved in the maintenance of City facilities, parks, parks buildings, equipment, and related parks grounds installation; participates in the more complex parks structures and repair work; and performs other specifically related work, as required. This is a grant funded position.

ESSENTIAL FUNCTIONS:

- Surveys City facilities and parks, evaluates and make recommendations for maintenance needs, coordinates and schedules preventive maintenance for City facilities and parks.
- Inspects City facilities and parks to locate and determine the extent of repair or maintenance work required; assists in maintaining work schedules.
- Oversees contracts for routine building, parks and facility maintenance and minor upgrade projects.
- Leads and participates in the work of personnel engaged in the repair, general maintenance and cleaning of City facilities, parks, parks buildings and parks recreation facilities.
- Works with other public agencies and contractors to coordinate maintenance impacting City facilities and parks.
- Leads and participates in the repair and maintenance of playground and other recreation equipment.
- Plans, estimates, schedules and assigns workloads, operations schedules and maintenance schedules ensuring adherence to such schedules.
- Maintains job site safety standards and practices and proper care and safe use of tools, supplies and equipment.
- Supervises the operation of and possesses the ability to operate large or specialized equipment normally associated with facilities, parks and parks playgrounds.
- Represents the City and the department effectively in contacts with representatives of other agencies, City departments and the public.
- Trains and motivates employees and maintains a regular safety program.
- Assists in the training and evaluating of work performance of assigned crews.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Oversees installation of sprinkler systems; repairs and adjusts sprinkler heads per schedule.
- Work in a safe manner, following City safety practice and procedures; identify, correct and report hazards.
- Performs other related duties and responsibilities, as assigned.

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KNOWLEDGE/SKILLS:

- Methods, procedures, materials, tools and equipment used in the general maintenance of facilities and parks.
- Standards, practices, methods, materials and tools used in the electrical, plumbing, HVAC, carpentry and painting trades.
- Operational aspects of City facilities and parks.
- General principles of leading and training staff.
- Operation of a variety of power-driven equipment used in City facilities and parks maintenance.
- Safety principles, practices, regulations and procedures, including occupational hazards related to the work, including OSHA regulations.
- Effective interpersonal, oral and written communication skills.
- Techniques for dealing with the public, City staff, and representatives of contractors in an effective manner.
- Ability to analyze problems and utilize independent judgment to recommend or initiate solution.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Drive a variety of vehicles in a safe and secure manner.

EDUCATION/EXPERIENCE:

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Three (3) years of progressively more responsible experience in facilities and parks maintenance work with one (1) additional year of experience in assignment semi-skilled staff.
- High School Diploma, or equivalent.
- Possession of a California driver's license, Class C, and a satisfactory (clean) driving record.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb.
- Lift and carry 50 pounds.
- Dexterity to drive trucks and large vehicles.
- Use common hand tools; vision to read printed materials, a computer screen, and to test equipment in varied field settings.

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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Work in a shop and field setting; exposure to inclement weather, cold, heat, noise, outdoors, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, mechanical hazards, electrical hazards, and explosive hazards.
- Travel to different sites and locations; drive safety to different sites and locations.
- Maintain a safe driving record.
- Respond to a 24-hour call and/or stand-by; available for evening meetings; available for unusual hours in emergencies.

The noise level in the work environment is usually quiet in the office and moderate to loud in the field settings.

This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties as assigned.

SALARY & BENEFITS

HOURLY RATE: Step A, \$27.731 to Step L2, \$37.164 (7-step salary range)

BENEFITS: Vacation, Sick Leave and Holidays. Medical/Dental/Vision/Life Insurance.

Retirement: 23% @ 55 for “Classic” employees; 2% @ 62 for “PEPRA” employees.

APPLICATION PROCESS

Go to our website at www.ci.guadalupe.ca.us to download an application and send to:
City of Guadalupe, Attn: HR Dept. P.O. Box 908, Guadalupe, CA 93434 or email to:

avillegas@ci.guadalupe.ca.us

The City of Guadalupe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.