
POSITION SUMMARY

| | | | |
|--------------------|------------------------------------|-----------------------------------|------------|
| Job Title: | Lead Maintenance Worker | Employment Classification: | Non-Exempt |
| Department: | Buildings & Grounds | FSLA Category: | Full-Time |
| Reports To: | Buildings & Grounds Superintendent | Pay Type: | Hourly |

The semiskilled to skilled position of Lead Maintenance Worker conducts a variety of custodial, maintenance, and repair tasks in the areas of parks, forestry, cemetery, and public facilities. This position will act as a team lead for other Buildings & Grounds employees by overseeing daily work activities. General physical labor is required. Special projects may be assigned at the discretion of the Buildings & Grounds Superintendent.

Work is performed under the general supervision of the Buildings & Grounds Superintendent and is reviewed through observation for results obtained, including completeness and quality of workmanship.

The ideal candidate will possess excellent teamwork skills, the ability to work without direct supervision, the desire to work in varying outdoor environments, and possess the knowledge, skills, and ability to perform various cleaning, grounds and equipment maintenance, and mechanical duties.

ESSENTIAL DUTIES & RESPONSIBILITIES

Park Maintenance

- Acts as a team lead for the by overseeing the completion of daily department tasks.
- Exercise independent decision-making using sound judgment.
- Daily, cleans and conducts preventive checks of vehicles and equipment used; may be assigned to do more extensive repair and maintenance of vehicles and equipment.
- Ensures that equipment is used safely and in accordance with standard procedures and precautions.
- Operates various types of vehicular and non-vehicular equipment such as backhoes, skid steer, mowers, mowing tractors, chainsaws, weed eaters, or related equipment.
- Maintains and repairs municipal buildings and facilities.
- Performs carpentry, plumbing and electrical work as needed.
- Performs maintenance and repairs to parks, green spaces, and public facilities, including but not limited to mowing, string trimming, fertilizing, leaf removal, snow removal, spraying pesticides, grading and seeding turf areas, pruning, weeding, watering, drinking and decorative fountains, shelters, restrooms, janitorial cleaning, playgrounds, park amenities, sidewalks, parking lots, medians, skating rinks, aquatic center, etc.
- Prepares and maintains athletic fields and facilities for sporting events including, but not limited to field lines, pitching mounds and bases, batting cages, bleachers, dugouts, litter, fencing, etc.
- Prepares parks, green spaces, and other City-owned areas for community events.
- Performs landscaping operations such as planting, maintenance and removal of trees, shrubs, flowers, and turf.
- Performs custodial work for municipal buildings and grounds to include cleaning, refuse removal, mopping, sweeping, window washing, etc.
- Prepares routine records on work and equipment.
- Attends meetings, workshops, and training as directed.
- Provides excellent customer service; promotes and maintains responsive community relations.

Forestry

- Assists with arboricultural maintenance duties to City-owned trees including, but not limited to tree removals, emergency tree work, planting, transplanting, pruning, fertilizing, watering, chemical treating, chipping, and stump grinding. This includes work in elevated locations including a bucket truck.
- Ensures proper safety procedures and equipment are used for the protection of pedestrians, traffic, other workers, and self.

Cemetery

- Maintain buildings and grounds, structures, fences, trees, shrubs, flowers, and flags.
- Performs landscaping activities including mowing grass, sweeping, and raking grounds, planting and trimming trees and shrubs.
- Assists with burial openings and closing and services. This includes occasional weekend work.

Performs other duties as directed by the Building & Grounds Superintendent.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to understand and follow complex oral and written instructions.
- Ability to establish and maintain effective working relationships with others.
- Ability to perform difficult physical tasks for extended periods of time in all weather conditions.
- Ability to lift 75 pounds.
- Skilled in the safe & effective operation, care, & maintenance of assigned equipment & tools.
- Experienced in mowing.
- Proficient in performing general maintenance work.
- Experienced in equipment repair.
- Proficient electrical and carpentry skills.

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- Graduation from high school (or GED)
- Must possess and maintain valid driver's license without infractions
- Experience in construction, electrical, plumbing, maintenance, equipment repair, forestry, horticulture or any equivalent combination of training and experience which provides the necessary knowledge, abilities, and skills.
- Possession of a valid Wisconsin Commercial "Class A" Driver's License (CDL) without air brake restrictions is *highly preferred*.

SUPERVISION/DECISION MAKING: This position reports to and receives direction from the Buildings & Grounds Superintendent. This position will act as a team lead to both permanent and seasonal Buildings and Grounds employees.

PHYSICAL DEMANDS & WORK HOURS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is principally performed in an outdoor setting subject to all weather and environmental conditions; exposed to wet, humid, cold, or hot weather conditions. Fieldwork involves standing, walking, carrying tools and materials, and operation of lawn care and outdoor equipment.

The position requires the ability to use hands to manipulate and operate objects, tools, or controls; sit, stand, climb, crouch, kneel, and walk for extended periods; lift and/or move objects weighing up to 75 pounds; shovel, rake, dig, climb ladders, operate mowers, tractors, trucks, and other equipment.

Work hours are generally from 6 AM – 3:30 PM Monday-Thursday and 6:00AM – 10AM Friday. Seasonal workload may extend hours beyond the normal forty-hour work week. This position is subject to occasional work on weekends.

The City of Richland Center is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description does not constitute an employment agreement between the City and the employee. This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the City reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.