



# CITY OF RICHLAND

<b>CLASSIFICATION TITLE:</b> LEAD CONSTRUCTION & MAINTENANCE WORKER	<b>JOB #</b> 3012	<b>AFFILIATION:</b> Affiliated (IUOE)
<b>REPORTS TO:</b> PARKS & PUBLIC FACILITIES SUPERVISOR OR DESIGNEE	<b>PAY GRADE:</b> N/A	<b>FLSA STATUS:</b> Non-Exempt

## **GENERAL SUMMARY:**

Under the direction of the Parks & Public Facilities Supervisor or designee, directs staff and assumes responsibility for accomplishing daily division objectives in the construction and maintenance of City parks, grounds and buildings as assigned. Subject to after hours and weekend work as assigned.

## **ESSENTIAL JOB FUNCTIONS:**

*Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location.*

- Provides oversight and coordination of multiple, concurrent tasks and projects.
- Leads, motivates and holds staff accountable for quality and quantity of work performed in the construction, maintenance and repair of City parks, grounds and facilities as assigned, and demonstrates and encourages others to exemplify the City values of Teamwork, Integrity and Excellence.
- Coordinates work flow schedule and provides materials, equipment and manpower to assure tasks are completed in a timely manner.
- Monitors the work performance and inspects quality of work of staff, and suggests ways to increase efficiency.
- Answers customer complaints and inquiries in a professional manner and consistent with established policies and procedures.
- Performs functions in all preceding levels efficiently, including other duties as assigned.

## **KNOWLEDGE, SKILLS & ABILITIES:**

*Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.*

**Knowledge of:**

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Grounds and facilities maintenance procedures and practices, proper tools and equipment required for performance of assigned duties.
- Construction, maintenance and repair techniques applicable in municipal properties including confined-space entry techniques and procedures, traffic work zone setup standards.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Applicable health and safety policy, procedures and practices.

**Skills and abilities to:**

- Learn, read, interpret, apply and explain rules, regulations, policies and procedures.
- Train, assign, schedule and direct co-workers in the daily activities of the division while performing normal work duties.
- Follow oral and written instruction.
- Observe legal and defensive driving practices.
- Answer customer complaints and inquiries in a professional manner.
- Maintain records of all work activities, as required.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Operates a variety of modern office equipment using standard or customized software application programs appropriate to assigned activities.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Motivate and inspire co-workers to complete tasks in a timely and efficient manner.
- Support, encourage and lead by example the City's values of Teamwork, Integrity and Excellence

**EDUCATION & EXPERIENCE REQUIREMENTS:**

- High school diploma or equivalent.
- Five (5) years of increasingly responsible experience in the maintenance and construction of City parks, grounds and facilities, and ability to demonstrate functional knowledge of

at least two specialty areas of the Construction & Maintenance Worker II, and a general knowledge of all other areas.

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#### **LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:**

- Valid driver's license upon hire date.

#### **COMPETENCIES:**

##### **Foundational**

- **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- **Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

#### **WORKING CONDITIONS:**

*The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

##### **Environment:**

- Typically performed in the field, which requires travel daily from site to site.
- The position involves work outdoors on a year round basis and is subject to extreme weather conditions.

- This position requires work in construction sites, which may be dirty and strewn with construction debris.
- The noise level in the work environment is moderate to loud.
- May be exposed to moving mechanical parts and vehicles.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

**Physical Demands:**


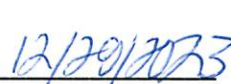
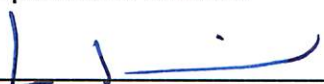
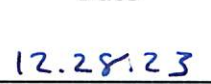
- Operate a motorized vehicle, which may include inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Ability to sit, stand, walk, bend, reach with arms and hands, kneel and stretch, occasionally crawling in tight spaces, as well as the ability to climb ladders and stairs, ride on platform hoists.
- Ability to lift, push, carry and pull materials and objects weighing up to 50 lbs. on a routine basis and up to 90 lbs. as needed using proper lifting techniques.
- Manual dexterity of hands and fingers to include repetitive grasping and reaching.
- Good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person, before groups and over the telephone.

**SELECTION GUIDELINES:**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.*

**AUTHORIZATIONS: (For Archive)**

	
Human Resources Director	Date
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Department Director	Date
	
City Manager or Authorized Designee	Date