

# CITY OF LOMA LINDA



## FIELD MAINTENANCE TECHNICIAN III

LAST REVISED: July, 2019

### DEFINITION

Provides lead supervision of and participates in a variety of work in the public works field division. Incumbent may participate in work and lead assigned personnel in work involving: construction inspection, maintenance and repairs of city streets, trees, street lighting, traffic signals, signs, parks, landscaped areas, and related facilities areas.

### CLASSIFICATION

Non-Exempt classification; Reports to Field Services Superintendent or Designee

### CLASS CHARACTERISTICS

The Field Maintenance Tech III is the lead position in the journey level Field Maintenance Technician class. The class utilized in either the Parks or Street division of the Public Works Department.

### EXAMPLES OF DUTIES

*Depending on assignment, duties may include, but are not limited to, the following:*

1. Manages and oversees the daily functions, operations and activities of assigned areas and staff.
2. Directs, coordinates, and participates in the construction, maintenance, repair of City streets, parks, landscaped areas; and related facilities and equipment as required.
3. Participates in the development and implementation of goals, objectives, policies, priorities for assigned areas staff; recommend appropriate action, policies and procedures.
4. Identifies and report deficiencies and work performance of subordinates to field services superintendent.
5. Routinely conduct Public Works Construction Inspection; Prepare report of findings for management as required.
6. Participates in the preparation of crew work schedules.
7. Plan and coordinate projects; coordinates activity with other maintenance, contractors and outside utility companies
8. Interpret construction plans and specifications, directs construction, maintenance or repair activity, such as the trimming and removing of street trees; grounds maintenance of street medians; repairs to storm drain and street lighting systems; streets and municipal parking lots; and routine maintenance and repair of structures, facilities, and equipment.
9. Provide technical information and instruction regarding applicable procedures and methods; interpret and explain rules, regulations and procedures; answer questions and resolve concerns.
10. Monitor assigned projects ; ensure they are on track with progress, review for compliance
11. Ensures that work is performed in accordance with safe work practices
12. Respond to emergency situations as a supervisory/lead worker as necessary.

## KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Safe work methods and practices
- MUTCD manual
- Equipment and procedures involved in the construction, maintenance and repair of streets, parks, landscaped areas; related laws, ordinances, rules, regulations, policies and procedures
- The methods, techniques of supervision and construction inspection procedures.

Skill to:

- Perform a variety of work in the construction, maintenance, or repair of City streets, parks, landscaped areas; and related facilities
- The operation of a variety of light to heavy power driven equipment; Safely and properly operate various tools and equipment
- Demonstrate proficiency in the use of personal protection equipment
- Coordinate and lead the work of others

Ability to:

- Perform essential duties with minimum supervision
- Effectively communicate verbally and in writing
- Maintain regular and punctual attendance
- Engage in related work effectively in the absence of supervision
- Operate a variety of light to heavy equipment;
- Adhere to safety procedures and guidelines
- Understand and follow verbal and written directions
- Work effectively in the absence of supervision
- Establish and maintain effective working relationships with those contacted in the course of work
- Act quickly and calmly in emergencies
- Exercise good judgement
- Establish and maintain cooperative working relationships

## QUALIFICATIONS GUIDELINES

*Minimum requirements as a condition of hire are as follows:*

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance.

Education

- A High School Diploma or G.E.D certificate is required

License and Certificates

- Maintain a valid and appropriate California Driver's license: Class "B"
- Maintain a satisfactory driving record

Experience

- A minimum of 3 years of progressively responsible experience in the field or a closely related field is

required. The experience should demonstrate working knowledge and supervisor aptitude in a field maintenance capacity. Related experience includes: street, landscape, construction, repair, maintenance; and directing the work of others.

### SPECIAL REQUIREMENTS

*Essential functions and duties require the following physical abilities and work environment*

- Incumbents are required to pass a medical examination at the time of appointment
- Ability to maintain a safe driving record, observing legal and defensive driving practices; The employer participates in the DMV Pull Program and DOT Program.
- Incumbents work outdoors under varying weather conditions and must be able to perform heavy manual labor; work environment involves regular exposure to heat, noise, outdoors, vibration, confined work space, chemicals, explosive materials, mechanical hazards, and electrical hazards, toxic substances, wastewater, sludge, effluents, bacteria, viruses, traffic hazards
- Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift up to 75 lbs.
- Work exposes incumbents to toxic or otherwise irritating substances and/or chemicals
- Ability to travel to different sites and locations throughout the city and neighboring jurisdictions

### OTHER DUTIES

- Duties, responsibilities and activities may change at any time without notice.

*This job description has been approved by all levels of management. Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the described position*

Employee \_\_\_\_\_ Date \_\_\_\_\_