

CITY OF LAKE ELSINORE

LAKE OPERATIONS LEAD WORKER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, leads, oversees, reviews and performs work activities and duties assigned to the lake operations maintenance crew; assists in the supervision of contracted maintenance work; assumes responsibility for the more difficult and complex tasks; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Lake Operations Lead Worker** is the lead/advanced journey level class responsible for a wide variety of maintenance and construction tasks. Incumbents perform skilled work in the maintenance, construction and repair of lake facilities, shoreline areas and adjacent City owned properties. This classification is distinguished from the next lower classification of Maintenance Worker II by the difficulty and complexity of assignments, and the performance of lead responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Lake Operations Manager. Exercises technical and functional supervision over assigned maintenance staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Leads, oversees, reviews, and performs the work of staff responsible for maintenance, repair, construction and installation work in lake facilities; routinely inspects lake facilities, shoreline areas and adjacent properties for maintenance conditions and updates work lists; develops and implements crew assignments; assists maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
- Assists the Lake Operations Manager with evaluating service and equipment needs and in developing work methods and procedures; assists in prioritizing requests for service and scheduling work; assists in the development of plans to meet future service needs.
- Supervises, inspects and participates in the maintenance and repair of docks, gangways, and floating restrooms, including positioning, anchoring, cleaning, towing and pump-out; oversees and performs buoy positioning, cleaning, assembly, numbering and battery replacement; constructs new docks, test tanks, fishing stations and bollards; assists with the

coordination of contracted maintenance work; inspects and supervises work performed by contractors to ensure compliance with City regulations and standards.

- Operates a variety of equipment, including boats, mowers, sweepers, and a variety of power and hand tools; identifies and responds to maintenance problems; operates trucks, tractors, backhoes and other heavy maintenance and construction vehicles and equipment; removes debris and trash from levee system, wetlands and shoreline areas; oversees and participates in graffiti removal and maintenance painting.
- Supervises and performs landscaping duties, including brush/tree removal, irrigation repair and tractor raking beach areas; oversees and participates in pesticide/herbicide/algaeicide applications; participates in fish kills, hazard removal and other lake related special projects; works special events held at the lake facilities.
- Supervises the operation, upkeep and storage of maintenance equipment and/or machinery, including boats, trucks, backhoes, tractors, mowers, power tools, and equipment; assists in the training of lower level personnel in the areas of work; ensures adherence to safe work methods, procedures and practices; identifies training opportunities and needs; makes recommendations to higher level staff; participates in the evaluation of assigned maintenance personnel.
- Investigates service requests and complaints made by the public; works with appropriate City staff to resolve issues; explains priorities, programs and policies to the public when required; responds to emergency calls from the public and other agencies and takes appropriate action.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work projects; estimates time, materials and equipment necessary for the successful completion of the project; acquires necessary resources as is appropriate; prepares and maintains records of labor, equipment and material used; writes reports and correspondence on work performed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants, and may be exposed to mechanical and biological hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, operate a variety of watercraft, swim, wade and often work with constant interruptions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Lake Operations Lead Worker**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in facilities maintenance, or related work, and a high school diploma or equivalent. Supplemental college courses in maintenance, management or supervision are highly desirable.

License/Certificate:

Possession of, or ability to obtain a valid class C California driver's license; ability to obtain a valid class B driver's license and be certified in Boat Skills by the US Coast Guard Auxiliary within the first year of employment.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern practices, techniques and materials used in maintenance, construction, mechanics and repair of lake facilities and public recreation areas; boating safety; operational characteristics of specialized maintenance tools and equipment; principles and practices of irrigation design, operation, maintenance and repair; basic methods and techniques of supervision; principles and practices of project design and cost estimating; basic principles of contract supervision; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; methods and techniques for record keeping; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Oversee and perform maintenance, repair and installation of lake facilities and related public areas; operate a variety of tools and equipment used in maintenance; estimate time and materials for completion of projects; read and interpret blueprints, diagrams and sketches; prepare drawings and sketches; perform heavy manual labor; drive and operate trucks, hydraulic lifts and maintenance equipment; plan, organize and direct the work of subordinate staff; respond to after hours call-outs as assigned; work special events as assigned; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe

manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of maintenance and construction equipment, watercraft, tools and materials; operate an office computer and applicable software.