

CITY OF LAKE ELSINORE

SENIOR LEAD WORKER – WEED ABATEMENT

*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 weed abatement; 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 Senior Lead Worker is the advanced journey level class responsible for a wide variety of maintenance and construction tasks. Incumbents perform skilled work in the maintenance of city properties. This classification is distinguished from the next lower classification of Lead Worker by the difficulty and complexity of assignments and the performance of lead responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Public Works Superintendent and Director of Public Works. Exercises technical and functional supervision over assigned maintenance staff and contractors.

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

- Conduct research, analyze data and prepare recommendations regarding programs, projects and activities. Develop policies and procedures.
- Provide technical assistance to other City departments and staff
- Meet with citizen committees and groups
- Respond to emergencies
- Investigate service requests
- Assist Code Enforcement with transient camp cleanups
- Meet with contractors to coordinate City landscape maintenance
- Assist in the management of the Household Hazardous Waste program and events.

- Work on water conservation; replace irrigation systems.
- Maintain and run various equipment
- Establish positive working relationships with the Public and co-workers, representatives of community organizations, state/local agencies. City Management and Staff.
- Assign, plan and direct subordinate staff; work with other departments
- Review work and prepare employee performance evaluations.
- Review equipment needs; monitor, justify and authorize expenses.
- Research, prepare and participate in annual budget
- Review plans and specifications; administer contracts for services
- Evaluate, direct, inspect and participate in field and operational activities.
- Investigate, discuss and meet with customers regarding their invoices; complaints and take appropriate action.
- Meet with Environmental Compliance Administrator to update the Weed abatement program.
- 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 or airborne particles, and may be exposed to mechanical and electrical 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, work in heavy vehicle traffic conditions 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 Weed Abatement Senior Lead Worker; a typical way to obtain the required qualifications is to possess the equivalent of five years experience in general landscape maintenance, or related work, and a high school diploma or equivalent. Supplemental college courses in maintenance management or supervision are desirable.

License/Certificate:

Possession of, or ability to obtain a valid class C California driver's license; ability to obtain a valid class A or B driver's license within the first year of employment; ability to obtain certification from the University of California Extension in "safety through maintenance and construction zones".

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 landscape maintenance; operational characteristics of specialized maintenance tools and equipment; principles and practices of irrigation design; familiarity with the Maxicom System; operation, maintenance and repair; methods and techniques of supervision, training and motivation; 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; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Oversee and perform landscape maintenance. 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; provide estimates for projects; 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 equipment, tools and materials; operate an office computer and applicable software.