



LANE COUNTY
N4331,32
Established 12/12/09
Updated 08/22/14
Updated 10/13/14
Updated 7/1/19

MAINTENANCE SPECIALIST, LEAD

CLASS SUMMARY: The first level of the Maintenance series is responsible for providing specialized program oversight and/or lead level duties in support of one or more operational programs, subdivisions, or work crews. Employees at this level do not exercise formal supervisory authority, but may have consideration influence over the decisions related to employment status, work assignments, resource allocation, and quality assurance.

Specific duties will vary in accordance with assigned area, but will generally include: leading and assigning work crews, and assisting in the performance of standard and non-standard maintenance work; inspecting repairs and ensuring the use of appropriate work methods and tools; identifying maintenance needs and recommending corrective action; maintaining records of personnel, equipment and materials; responding to public inquiries and investigating complaints; and enforcing policies and rules.

Additional duties specific to the following areas of assignment are expected in accordance with the incumbent's specific skills and experience:

Road Maintenance - Leading work crews assigned to road maintenance and repair.

Facilities - Leading work crews assigned to the maintenance of County facilities.

Parks - Leading work crews who are responsible for the maintenance and policy enforcement of County parks.

Solid Waste - Leading work crews assigned to the transfer and maintenance of solid waste operations.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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| 1. | Prioritizes and assigns work to lower level staff; monitors the performance of lower level staff; trains staff on work methods and procedures; and participates on staff evaluations. |
| 2. | Performs preventative maintenance and minor repair activities in area of assignment. |
| 3. | Operates a variety of machinery, vehicles, and equipment, ranging from light to heavy, in order to complete a variety of activities and tasks. |
| 4. | Performs a variety of complex maintenance duties including assisting in performing inspections of completed work in assigned area of responsibility; responding to customer complaints; and/or performing related duties. |

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5.	Prepares and maintains a variety of records and reports related to day-to-day operations in assigned area of responsibility.
6.	Monitors available inventory and notifies appropriate individual(s) when stock levels reach specified levels. May purchase supplies as necessary.
7.	Performs other duties of a similar nature or level.

POSITION SPECIFIC RESPONSIBILITIES

Positions assigned to Road Maintenance Lead Worker may be responsible for:

- Tracking and reporting materials used;
- Reviewing plans and blueprints;
- Assisting in coordinating jobs with other government agencies;
- Leading field projects including vegetation, road-sealing, and related construction projects.

Positions assigned to Facilities Lead Worker may be responsible for:

- Planning and scheduling custodial and janitorial work;
- Performing outdoors manual labor including landscaping and irrigating;
- Applying pest control methods;
- Inventorying janitorial supplies including chemicals and related cleaning supplies.

Positions assigned to Parks Lead Worker may be responsible for:

- Arranging work for seasonal and permanent staff;
- Reviewing, coding, and verifying vendor billings and services;
- Gathering and recording information pertaining to illegal activities in the park.

Positions assigned to Solid Waste Lead Worker may be responsible for:

- Inspecting landfill sites to ensure safety compliance;
- Responding to Waste Management complaints and concerns;
- Ordering parts, supplies, materials, and services;
- Scheduling shipments of waste and recyclables.

Positions assigned to Lead Electrician may be responsible for:

- Performing and/or supervising the maintenance and repair of mechanical and electrical systems.
- Identifying maintenance and repair needs.
- Inspecting completed work pertaining to mechanical and electrical systems.
- Providing technical assistance for electrical projects and equipment.

COMPETENCY LEVELS

Depending on the licensing requirements, incumbents will oversee and direct staff on work assignments. Following are descriptions of the competency levels:

Lead Worker (N4332) – Basic principles and practices of personnel and equipment management of assignment crews.

Licensed Lead Worker (N4331) – Licensed skills applying principles and practices completing specialized work assignments.

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Knowledge of (position requirements at entry):

- Maintenance principles, procedures, and methods related to area of assignment;
- Tools and equipment related to applicable maintenance;
- Applicable rules, regulations, policies, and procedures;
- Recordkeeping principles;
- Computers and related software applications;
- Inventory procurement principles.

Skills in (position requirements at entry):

- Prioritizing and assigning work;
- Maintaining files, records, and/or related documents;
- Applying applicable rules, regulations, policies, and procedures;
- Preparing, reviewing, and maintaining records, files, and reports;
- Monitoring and maintaining inventory;
- Using computers and related software applications;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Training and Experience (positions in this class typically require):

Up to one year of technical or specialized training beyond high school; and 3 or more years of progressively responsible maintenance experience related to area of assignment. Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Lead Worker (N4332) – Four years of progressively responsible experience related to area of assignment.

Licensed Lead Worker (N4331) – Four years of progressively responsible experience related to area of assignment. State of Oregon licensure to perform work in the area of assignment.

Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class may require):

- Valid Oregon Commercial Driver's License
- CPR Certification

Physical Requirements

- Positions in this class typically require: climbing, balancing, stooping, crouching, reaching, standing, fingering, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, oils, and extreme temperatures.

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NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

These positions are represented by Admin Prof Org of Lane Co.

Classification History: Classification and grades (Job Codes N4330, N4331, & N4332) approved December 15, 2009 by Lane County Board Order 09-12-15-17, to become effective 12/12/09. Replaces job codes I013, I015, I017, & I029. FLSA Status: Non-exempt. Update 7/1/19: Clarified competencies required and minimum training/experience. Inactivated job code N4330.