



# MARIN MUNICIPAL WATER DISTRICT

## MAINTENANCE CREW LEADER

### **DEFINITION**

Under direction, directs and participates in the work of maintenance crews engaged in the construction, maintenance, landscaping and repair of water system buildings, facilities, grounds, and mechanical equipment; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This class is the advanced journey lead classification which combines direction of a crew and performance of the most complex and difficult assignments in the construction, maintenance, landscaping and repair of District water system buildings, facilities, grounds, and mechanical equipment. Incumbents are expected to train workers, apply safety regulations to work assignments, and prepare and maintain records and written documents.

### **EXAMPLES OF DUTIES**

The duties performed are determined by the operational work unit to which the Maintenance Crew Leader is assigned. Typical duties may include, but are not limited to the following:

- Assigns, directs, oversees and participates in the work of maintenance crews in assigned areas including: general construction, maintenance and repair of District property and water and septic systems, tree and trail maintenance and preservation, landscape activities, vegetation management, and restoration of natural resources;
- Completes requisitions and purchases necessary tools, supplies and equipment;
- Assists with estimating costs for contracted work, obtains bids for small projects to be performed by contractors, and inspects contractor's work;
- Tracks time and expenditures pertaining to projects, and monitors project budgets;
- Maintains records, and prepares various documents, reports, and forms using personal computers as appropriate;
- Determines, prioritizes, and assigns work to crew members, prepares weekly and monthly schedules of tasks and projects to be completed by crews;
- Leads assigned crews and performs the more skilled work, and operates tools, equipment, machines, and vehicles when necessary;
- Trains new employees on work methods and the safe use of tools and equipment;
- Provides input to supervisors for inclusion in employee performance evaluations;
- Reviews completed work for compliance with established procedures, accuracy, and makes corrections as necessary;
- Ensures safe traffic control at job sites, follows and stays abreast of safe work practices, and observes safety rules and precautions;
- Operates light trucks, dump trucks, and other construction equipment;
- Responds to and/or assists the public with information regarding work or hazards of work, and;
- Performs other duties as required.

In addition to the duties listed above, incumbents assigned to this classification may perform the additional duties listed below respective to their assigned department. The District may also assign incumbents to multiple areas listed below, based on business need:

MAINTENANCE OF DISTRICT LANDSCAPE AREAS AND PROPERTIES:

- Directs and trains assigned personnel in the District's landscaping activities including, but not limited to: irrigation repair and installation, pest control, planting, and general maintenance.
- Oversees pest control operations for the District where needed, by consulting with pest control contractors, performing pest control as needed, and ensuring pest control activities meet regulatory standards;
- Supervises and acts as technical advisor for tree maintenance operations where needed for the District, by identifying work to be done, scheduling work with contractors, overseeing work performed or performing work directly, administering related bids and contracts, applying for permits, and providing required notifications and reports;
- Identifies, schedules and directs vegetation management on assigned District sites;
- Maintains budget and processes bills for payment of contractor work;
- Performs backflow test for landscape activities including testing and repairing backflow assemblies at various District sites;
- Inputs and maintains a variety of records, including testing records and community service worker records and documents of attendance;
- Stays abreast of new techniques, chemicals and fertilizers used in landscape maintenance.

MAINTENANCE OF NATURAL RESOURCES AND WATERSHED FACILITIES:

- Directs and trains assigned personnel in the maintenance and construction of roads and trails, facility, parking lots, staff residences on District property, water and septic systems, and restoration of watershed natural resources;
- Ensures the proper disposal or destruction of litter, debris, brush and litter;
- Operates, repairs, and maintains mechanical and heavy equipment, and tools;
- Fire road shaping with dozers, excavators utilizing best management practices;
- Performs culvert replacements and installations as directed by the Road and Trails plan;
- Uses heavy equipment to mow District lands; operates dump trucks, fire trucks and other commercial vehicles;
- Assists and/or participates in tasks related to wildland fire fighting and prescribed vegetation and pile burns, and construction and maintenance of fire fuel breaks;
- Performs exotic species control, re-vegetation, erosion control, roadside brushing, etc.

MAINTENANCE OF FACILITIES AND BUILDINGS:

- Directs or performs the carpentry work in constructing and repairing tanks, pump houses and other District facilities;
- Directs and participates in the repair, maintenance, and painting of structures and equipment;
- Directs and participates in constructing fire fuel breaks and participates in tasks related to prescribed vegetation burns;
- Directs and participates in repairing and maintaining access to tank sites and other District facilities;
- Ensures all supplies and materials needed for tasks needed for tasks are requisitioned and maintained;

- Directs and participates in preparing a variety of surfaces for painting and applies paint and other coatings by hand or spray;
- Works on ladders and scaffolding at varying heights;
- May be assigned to perform other general maintenance duties as required.

### **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of (as applicable to area of assignment):

All employees in this class may be expected to have knowledge of:

- Maintenance and repair of water system buildings, facilities, and grounds;
- Basic principles and practices of providing employee direction, including work planning, employee training and evaluating performance;
- The safe and skillful operation of materials, power tools, manual tools, and equipment related to construction and maintenance work;
- Functions of a water distribution system, water storage facilities, meters, hydrants and sources and supply;
- Basic understanding of water distribution mathematics, water quality, and disinfections;
- General safety practices; traffic control, trenching and shoring, confined spaces, safety requirements, hazards and OSHA compliance;
- Federal, State and water utility safety rules and regulations.

Ability to (as applicable to area of assignment):

All employees in this class may be expected to have the Ability to:

- Provide functional supervision and training for subordinate employees and Volunteers;
- Plan, organize, and coordinate his/her own work and the work of others;
- Make arithmetic calculations, some of which involve fractions and percentages;
- Perform routine maintenance and repair of facilities, grounds and equipment;
- Estimate material and equipment needs for construction projects;
- Perform manual labor for extended periods;
- Understand and carry out written and oral instructions;
- Work at high elevations, on scaffolds, ladders, storage tanks and buildings and confined spaces;
- Work from boats, barges, floats around and on District lakes;
- Read and understand maps, blueprint, diagrams and landscape drawings;
- Maintain accurate and legible records, using computers as necessary;
- Make minor repairs and alterations in equipment;
- Work cooperatively with others;
- Observe safe working practices and safety requirements;

Incumbents assigned to the operational work units below should also possess knowledge of:

**MAINTENANCE OF DISTRICT LANDSCAPE AREAS AND PROPERTIES AND  
MAINTENANCE OF NATURAL RESOURCES AND WATERSHED FACILITIES:**

- Principles, techniques and practices of horticulture landscape maintenance, soils and soil preparation, pruning, planting, fertilization and irrigation systems;
- Practices of habitat restoration, vegetation management, and wildland trail and road management;
- Chemicals used to control plant disease, insects and weeds;
- Use and application and safety procedures of a variety of chemicals.

Incumbents assigned to the operational work units below should also possess ability to:

**MAINTENANCE OF DISTRICT LANDSCAPE AREAS AND PROPERTIES AND  
MAINTENANCE OF NATURAL RESOURCES AND WATERSHED FACILITIES:**

- Identify common shrubs, trees, plant diseases and insect pests;
- Learn and apply practices and techniques of landscape, natural resources and vegetation maintenance;
- Skillfully and safely operate power and landscape equipment;
- Safely use and apply chemicals to plants and vegetation;

**TRAINING AND EXPERIENCE:**

Any combination of training and experience equivalent to:

- Completion of the twelfth grade or its equivalent;
- and,
- Four years of experience in performing maintenance work in facilities, water system services, grounds-keeping, landscaping, irrigation or related work.
- and,
- Experience providing direction to work crews involved in performing maintenance and/or construction or related work.

**OTHER REQUIREMENTS**

- Willingness to work outdoors in all weather conditions and in traffic;
- May work after hours emergency work on an "on call" basis;
- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law." (Ref: California Government Code, Title 1, Division 4, Chapter 8, Sections 3100- 3109).

### **LICENSES AND/OR CERTIFICATIONS**

- Class A California driver's license (CDL) issued by the State Department of Motor Vehicles and satisfactory driving record is required;
- Current District employees hired or promoted prior to October 1, 2018 who do not already possess a commercial CDL, may be requested to attain a Class A or Class B CDL, based upon assignments within this classification. At minimum, all current District employees must possess a Class C CDL;
- All employees in this classification are subject to regular review of the Department of Motor Vehicle driver's activity reports, and must maintain a satisfactory driving record;
- An employee in this classification performs "safety-sensitive functions" and must comply with the United States Department of Transportation (DOT) regulations and is subject to the Federal Omnibus Transportation employee Testing Act of 1991;
- Possession of a "D1" Distribution Operators Certificate issued by the California State Water Resources Control Board (SWRCB) at the time of appointment is desired, but not required.

### **MAINTENANCE OF DISTRICT LANDSCAPE AREAS AND PROPERTIES AND MAINTENANCE OF NATURAL RESOURCES AND WATERSHED FACILITIES:**

- Must possess a current pest control applicators license with a Q.A.L. (Qualified Applicator's License) or a Q.A.C. (Qualified Applicator's Certificate) in Category A: Residential, Industrial and Institutional, or Category B: Landscape Maintenance;
- Possession of International Society of Arboriculture, Certified Arborist within twelve (12) months of appointment;
- Depending upon assignment, incumbent may be required to possess or obtain within twelve (12) months of employment a First Aid Certificate or its equivalent and Cardiopulmonary Resuscitation (CPR) Certificate.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will perform heavy physical work and will need the mobility to operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is frequently required to lift and carry short distances objects such as materials or equipment weighing up to 10 to 50 pounds, occasionally lift 50 to 75 pounds and occasionally lift material or operate tools weighing 75 to 110 pounds such as the operation of a jackhammer. This position requires that the employee demonstrate adequate hearing to detect warning alarms and speech to converse in person and over the telephone or radio, and vision to read printed materials and detect color coded materials, and use a computer screen.

The noise level in the work environment is moderate to loud noise. The employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in

temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

### **ADDITIONAL PHYSICAL DEMANDS**

- Work while wearing protective clothing;
- A self-contained breathing apparatus must be worn when working in confined spaces and employee must be capable of obtaining and maintaining a proper facial seal for District respiratory equipment;
- Exposure to potentially hazardous materials, chemicals, solvents, microbiological pathogens, pesticides, odors and fumes.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

Established: August 2014  
Revised: August 2018  
Approved by: Human Resources Manager