



JOB TITLE Maintenance Lead Person	DATE October 5, 2011
DEPARTMENT City Services	

REPORTS TO: City Services Director

SCOPE OF POSITION:

General Statement of Duties: To assist in the supervision and provide work direction to full and part time employees. Schedule maintenance responsibilities and coordinate resources to assure effective, efficient completion of construction, repair and maintenance activities of department owned equipment, facilities, systems and properties. Assist in scheduling and coordinating maintenance responsibilities by suggesting ideas and procedures that contribute to the effective and efficient overall city services maintenance operations.

Supervision Received: Works under the administrative direction of the City Services Director.

Work Environment: Works with and performs duties and tasks both indoor and outdoor all weather conditions; handling of pesticides, fertilizers, fuels, and cleaners.

Supervision Exercised: City Maintenance Workers

PERFORMANCE RESPONSIBILITIES:

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the Director:

- Provide direction to staff in completion of daily tasks to assure effective performance, time, and resource utilization.
- Prepare work schedules and maintenance activities city recreational services. Train part-time and seasonal employees with respect to operating equipment, safety requirements, and work procedures.
- Resolve citizen complaints by implementing an appropriate solution, and if necessary, referring it to the Director.
- Ability to work effectively with user groups.
- Ability to construct budget proposal for Recreational Services as directed by the Manager.
- Prepare work schedules for manager’s review and identify personnel and other resources necessary to complete and accomplish job responsibility at assigned city facilities.
- Plan and implement long-term improvements at city facilities.
- Perform other duties as assigned by the Manager.



- Meet seasonally with golf course club representatives regarding short- and long-term issues.
- Attends seminars/classes that are related to field
- Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

- Considerable ability to communicate tactfully and effectively both orally and in writing with state regulatory agencies, county regulatory agencies, elected officials, City staff, and the general public.
- General knowledge of electrical principles.
- General knowledge of plumbing and irrigation systems.
Basic Carpentry skills preferred.
- Moderate physical exertion. Ability to lift and carry up to 55 lbs.
- Ability to obtain and maintain a valid Class "B" CDL License.
- Assist the public, work with vendors and customers, as well as co-workers.
- Ability to obtain and maintain phosphorus training.
- Ability to read and understand MSDS sheets.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED Equivalent
- Subject to random drug and alcohol testing
- Must secure Class "B" CDL license within 30-day trial period.
- Ability to be trained in the operating procedures for ammonia ice plants.

PREFERRED QUALIFICATIONS:

- Two year Associate Degree in Park Management/horticulture preferred.
- Minimum five years turf related experience preferred.

REVIEWED AND APPROVED BY:



City of Hibbing – City Administrator

4-10-13

Date



Representative – AFSCME

4/10/13

Date