

Storey County Job Description

**Maintenance Worker-
Heavy Equipment Operator Lead Senior**

Class Title: Maintenance Worker-Heavy Equipment Operator Lead Senior
Reports To: Public Works Director or designee
FLSA Status: Non-Exempt
Represented Status: Represented
Created: 02/12/17
Last Revised: 09/05/18

JOB SUMMARY

Under general to administrative direction performs a variety of the most difficult and complex work involving the installation, operation, repair, and maintenance of roads, water and wastewater systems, drainage systems, and other infrastructure facilities and associated apparatus and equipment. Supervises other employees.

DISTINGUISHING CHARACTERISTICS

This is an advanced-level position receiving general direction in the Maintenance Worker-Heavy Equipment Operator series. This class has supervisory responsibilities over subordinate Maintenance Worker-Heavy Equipment Operator staff. This class is distinguished from the Senior Facilities Maintenance Worker-Heavy Equipment Operator class in that this is a supervisory position.

EXAMPLES OF ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. May attend staff meetings with the department head as a general service representative.
2. Works closely with engineers, architects, and consultants hired for work to be performed on facilities.
3. Coordinates services of outside contractors, schedules installation and repair dates, oversees work in progress, and monitors maintenance contracts to ensure project completion.

4. Maintains records of projects completed, cost of repairs, material use, and labor and time expended for use by the department.
5. May provide direction, training, and leadership to other staff in maintenance and repair procedures.
6. Builds, repairs, and maintains paved and unpaved roads including grading, crack-sealing, pothole patching, hot-mix paving, chip-seal paving, asphalt paving, gravel base application, painting, and cutting, removing, and shouldering.
7. Performs concrete form and flatwork including mixing, pouring, finishing, repairing, and demolishing.
8. Builds, repairs, and replaces structures including wood, steel, concrete, and composite bridges and culverts, railroads, drainages, water and wastewater distribution and treatment systems, guardrails, fences, cattle guards, and other similar infrastructure.
9. Builds, repairs, and maintains swimming pools and pool facilities.
10. Maintains parks and other grounds in clean, safe, and orderly manner including mowing, trimming, watering, weeding, aerating, minor pest management, composting, and fertilizing; replaces plants as needed; sets, replaces, adjusts, and maintains sprinklers; installs and adjusts automatic time clocks and system pressure; prunes trees and shrubs.
11. Operates a variety of heavy and construction equipment and vehicles including dump trucks, loaders, dozers, backhoes, excavators, asphalt patch trucks, pneumatic rollers, steel drum rollers, street-sweepers, asphalt and concrete saws, trenchers, forklifts, bucket/aerial lift trucks, crack sealing machines, asphalt zippers, paver screeds, end-dump trailers, belly-dump trailers (trains), distributor trucks, snow plows, vector trucks, and sander trucks.
12. Operates a variety of heavy and light roadway snow removal equipment including snow plows, snow blowers, sand and salt spreaders, and other snow and ice removal equipment; removes snow and ice from walkways, driveways, buildings, and other areas.
13. Forms, pours, and finishes concrete to include curb and gutter, bridge decks, culvert and bridge extensions, walkways, cattle guards, driveway approaches, and other such surfaces.
14. Installs traffic control devices for roadways, pedestrian ways, and work zones, including barricades, cones, and signaling devices; performs flagging operations; ensures safety of workers and the public.
15. Trims and removes trees, shrubbery, and debris along roadways and right-of-ways; operates bucket/lift trucks, industrial wood chipper, trimmers, and chainsaws.
16. Performs minor adjustments and preventive maintenance and reports the need for major maintenance or repair.
17. Performs welding and braising; fabricates basic hardware using welding and metal work tools.

18. Performs a wide-range of custodial and facilities maintenance duties including cleaning and maintaining, painting, carpentry and repair work, and hardware installation to buildings and facilities.
19. Sets up, arranges, takes down; and removes furniture for special functions and meetings.
20. Keeps basic records of work performed, timesheets, etc.
21. Reports the need for maintenance or repair of facilities to the appropriate supervisor; corrects or reports any fire or safety hazards; places safety barriers in public areas; maintains equipment, materials and supplies in proper condition.
22. Maintains required certifications and licenses; attends and participates in professional group sessions; engages in continuous education, training, and other professional development; stays abreast on new trends and innovations related to the field.
23. Manages and directs the activities of assigned staff; coordinates, prioritizes, and assigns tasks and projects; tracks and reviews work progress and activities; develops effective work teams and motivates individuals to meet department goals, objectives, and policies; assists the director in recruiting and selecting staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper coverage; assists in training staff and providing for their professional development.

SECONDARY FUNCTIONS

The duties listed below are examples of duties which may be performed on an occasional basis as needed during times of emergency.

1. As needed, may respond to call-out in emergencies, other than normal working hours, as needed. For example, may respond to and actively participate in all-hazard Incident Command Systems (ICS); may provide assistance in the integration of facilities, equipment, personnel, procedures, and communications operating within a common organization ICS structure; may assist in coordinating responses among various jurisdictions and functional agencies, both public and private; and may assist in establishing common processes for planning and managing resources in the ICS; may assist departments on their emergency management and ICS plans.

QUALIFICATIONS

Knowledge of

1. Methods and materials related to building construction, repair, and maintenance of above-ground and underground infrastructure.
2. Methods and materials related to road and walkway paving, grading, treatment, and repair.

3. Techniques and practices related to snow and ice removal and preventative application.
4. Operation and capability of various trucks, trailers, tractors, and heavy equipment.
5. Operation and capability of various hand and power tools related to the work.
6. Traffic laws and ordinances applicable to the operation of various equipment.
7. International Building, Electrical, and Plumbing Codes applicable to performed duties.
8. Methods, materials, equipment, and tools use in public works operations; repair and maintenance of buildings and grounds, and other municipal facilities.
9. Applicable laws, codes, and regulations pertaining to construction, maintenance, repair, and renovation, including the applicable building codes.
10. Safety practices, safe work methods, and safety regulations pertaining to the work.
11. Applicable laws, codes, and regulations; legal, ethical, and professional rules of conduct for public-sector employees.
12. Occupational Safety and Health Administration (OSHA) regulations and safe handling and disposal of chemicals and materials applicable to the workplace.
13. Employee supervision techniques, regulations, and leadership.
14. Correct English usage including spelling, grammar, punctuation, and vocabulary.

Ability to

1. Perform construction and maintenance work including sustained manual labor individually and as a member of a crew.
2. Operate a wide-variety of commercial and non-commercial vehicles and equipment skillfully and safely.
3. Adjust and perform preventative maintenance of assigned equipment.
4. Recognize potential hazardous situations and take prompt and appropriate action.
5. Safely use hand and power tools related to the work.
6. Read and interpret basic building and site plans and specifications.
7. Add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
8. Use initiative and independent judgement within general policy guidelines.
9. Perform basic wood working, metal fabrication, metal welding, and soldering.
10. Observes safe working practices, including maintaining storage and working areas in a safe and orderly condition.
11. Work effectively under the pressure of deadlines, conflicting demands, and emergencies; work effectively with coworkers, elected and appointed officials and bodies, and the public; and gain cooperation through discussion and persuasion.

12. Work varied days, hours, and shifts, including weekends and holidays, and work in extreme and unexpected weather conditions as needed.
13. Demonstrate positive attitude and progressive actions through the display of professionalism, courtesy, tact, punctuality, attendance, and discretion in all interactions with coworkers, supervisors, and the public; use common sense discretion with no supervision; remain safe, socially moral, lawful, affective, adaptive, and efficient.
14. Effectively supervise, lead, evaluate, and motivate subordinate employees in a supportive and positive manner.
15. Effectively use basic modern office equipment including, but not limited to, telephones, fax machines, and copiers; personal computer programs such as Microsoft Windows and Office; and other applicable programs and software.
16. Continue education and training and remain current on latest policies and practices and required certifications.
17. Lead co-workers in a supportive and positive manner.
18. Pass a criminal history background check and pass random CDL drug and alcohol tests.

LICENSING, EDUCATION & OTHER REQUIREMENTS

1. Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:
 - a. High school diploma or equivalent; and
 - b. At least 5 years of progressively responsible experience with road, aboveground and underground utilities, and facilities maintenance, construction, and repair, at least 2 years of which includes substantial operation and commercial vehicle and heavy construction equipment; or
 - c. A combination of experience and education necessary to fulfill the duties and responsibilities of the position.
2. Must possess and maintain Class B Nevada Driver License at hire.
3. Must possess and maintain a Class A Nevada Driver License within 12 months of hire.
4. Possession of tanker, and/or double and triple endorsement may be preferred.
5. Must possess and maintain Water Distribution 1 certification within 12 months of hire.
6. Must possess and maintain Water Treatment I certification within 12 months of hire.
7. Must possess and maintain forklift certification within 12 months of hire.
8. Must possess and maintain OSHA 30 certification immediately upon hire and before entering a construction site.
9. Must possess and maintain Flagger and work zone safety certification within 6 months of hire.

10. Must possess county sponsored (e.g., Pool Pact) advanced level Essential Management Skills certificate within 12 months of hire.
11. Must pass a criminal background investigation and random CDL drug/alcohol tests.
12. Military experience applicable to the duties of this position may be preferred.

PHYSICAL REQUIREMENTS & WORKING ENVIRONMENT

The conditions and requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

1. Physical Requirements.

Mobility to work in a typical maintenance setting, including operating typical construction equipment, hand and power tools, and standard office equipment, and to drive a motor vehicle to various work sites; strength and stamina to stand, walk, bend, sit, reach, kneel, and climb and to work in confined or awkward spaces for extended periods of time; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

2. Working Environment.

Work is typically performed in work zones on or around city, state, and county roadways; performance in outside environments with exposure to vehicular traffic, inclement weather, extreme heat, fumes, and airborne particles, moving mechanical parts, and near or on heavy equipment; travel by motor vehicle and operation of other motorized and heavy equipment including those requiring and not requiring a commercial driver license; exposure to high noise levels; may be exposed to hazardous chemicals, untreated sewage and wastewater, and contagious pathogens; exposure to working from heights, under risk of electrical shock and subject to vibration. Work includes periodic contact with angry and upset individuals under stressful situations. Frequent interruptions to planned work activity by phone calls, visits, and response to unplanned events occur.


This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Effective the 6 day of September, 2018.


Upon approval the above language shall be amended into the Agreement between Storey County Government and Storey County Employee's Association AFSCME Comstock Chapter.

Storey County Government

Storey County AFSCME Local Union



Patrick Whitten
County Manager



Tobi Whitten, Union President
AFSCME Comstock Chapter



Austin Osborne
Human Resources Director

