

**CITY OF FONTANA  
MAINTENANCE SERVICES CREW CHIEF**

**DEFINITION:** Under direction from higher level management and supervisory staff, assists in supervising and participates in the City's field maintenance services involving a variety of street, sewer, asphalt, parks, trees or facility maintenance, repair and reconstruction work; and performs a variety of technical tasks relative to assigned area of responsibility. Exercises functional and technical supervision over assigned maintenance personnel.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Provide lead supervision over assigned maintenance staff involved in field maintenance services activities; ensure the work is completed in a safe and effective matter.
- Assist in the evaluation of daily activities of assigned work crew responsibilities; estimate the cost of a project including time, equipment, materials, and supplies; assist in the recommendations of improvements and modifications.
- Assist in the preparation and monitoring of the budget within the assigned area of responsibility; prepare cost estimates for budget recommendations.
- Provide or coordinate staff training; work with employees to correct deficiencies; recommend and assist in the implementation of discipline procedures.
- Assist in coordinating assigned field maintenance services activities with other City departments, divisions and sections, and with outside agencies.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Perform the most difficult and complex duties of the assigned area of responsibility; operate heavy equipment as directed.
- Identify area needing field operations repair and take corrective action; set up safety devices, traffic control, cones and flag person locations.
- Maintain accurate records of work performed, materials used, and associated work.
- Assist in maintaining time, material and equipment use records; maintain tools and material inventory; collect price information from vendors on various products; purchase supplies and materials.
- Assist supervisor in annual evaluations of employees.
- Serve as the lead for the maintenance of all aspects of Utilities & Streets, Parks & Landscape and Facilities crews.
- Read and interpret plans & specification and technical manuals.
- Coordinate and perform safety meetings.
- Perform any tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged 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. Incumbents may be required to lift, carry and/or push objects weighing 25 pounds or more. The position requires near and far vision when inspecting work. Incumbents work in all weather conditions, use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants, drive motorized vehicles, heavy equipment and work around moving traffic and often works with constant interruptions. The incumbent is also required to climb ladders, use power and noise producing tools and equipment.

### **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have knowledge of:

- Methods, practices and equipment used within the assigned area of responsibility including street repairs, concrete structures, asphalt repair, sewer cleaning, park & landscape maintenance, or facility building maintenance activities.
- Methods and techniques used in estimating time and materials for assigned projects.
- Principles of supervision and training.
- Basic principles and procedures of record keeping and reporting.
- Basic mathematical principles.
- Safe work practices.
- Knowledge of basic computer skills.

Ability to:

- Lead assigned maintenance staff in field maintenance services activities.
- Perform a full range of field maintenance services as related to maintenance, repair and reconstruction work.
- Estimate necessary materials and supplies with a reasonable degree of accuracy.
- Lead, train and evaluate assigned staff.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**Experience:** Three years of increasingly responsible field maintenance duties in one or more of the following areas; street repairs, concrete structures, asphalt repair, sewer cleaning, park maintenance, tree planting and trimming, or facility maintenance experience.

**Education:** Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. Equivalent to the completion of the twelfth grade.

**License or Certificate:** Possession of, or ability to obtain, an appropriate, valid California driver's license.