

**MERCED IRRIGATION DISTRICT
LEAD MAINTENANCE FOREPERSON**

FLSA STATUS – Non-Exempt
Bargaining Unit – IBEW, Local 1245
Classification Level – Per IBEW Wage Schedule

DEFINITION

Under general direction, supervise the work of crews and equipment in the maintenance, repair and installation of irrigation canals, ditches, pipelines, structures and other District facilities; assist other departments with maintenance and construction activities when necessary. Perform other related work as required.

ESSENTIAL FUNCTIONS OF POSITION:

- Develop and implement goals, objectives, policies, and priorities.
- Plan, direct, supervise, and coordinate work crews engaged in construction/maintenance activities and other related work.
- Supervise, train and assist in the evaluation of assigned staff.
- Maintain accurate job records as it relates to staffing, materials, work performed, etc.
- Conduct construction planning, project cost estimates, coordinating projects with contractors and public agencies using a variety of field concepts, practices and procedures related to irrigation structure construction.
- Checks crews on the job to determine adequacy of work being performed. Assess jobs and prioritize work tasks.
- Conduct safety training in the classroom and in the field.
- Procure needed supplies and materials.
- Prepare and maintain a variety of reports and cost estimates.
- Respond to public complaints and questions.
- Coordinate Facility Maintenance Department activities with other departments, other agencies and with the public.
- Assist in the selection of new maintenance employees.
- Perform construction and heavy equipment work as needed.
- Respond to emergency situations and be on-call as assigned.
- Prepare and maintain payroll time records.
- Abide by all District policies, guidelines and rules.
- Perform related work as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Methods, materials, equipment, and tools used for facility construction/maintenance
- Record keeping and reporting procedures.
- Hazards and safety precautions.
- Principles and practices of budget and personnel management.
- Safe work practices.
- Operation of a variety of construction and heavy equipment.

LEAD MAINTENANCE FOREPERSON

Ability to:

- Work without direct supervision.
- Maintain good relations with public and fellow employees.
- Understand regulations relative to the use of restricted and injurious materials.
- Work safely with hazardous materials.
- Operate Heavy construction equipment including Excavators, Gradalls, Dozers, Backhoes and Heavy Trucks.
- Work with various computer software, including Microsoft Office Suite and the District's work order system.
- Set up and maintain record keeping systems.
- Plan and schedule work.
- Supervise the work of others.
- Make estimates of material and labor needs.
- Communicate clearly and concisely, orally and in writing.

SPECIAL REQUIREMENTS

- Possession of an appropriate valid California Driver's License
- A Department of Motor Vehicles "Driver Record Information" print-out will be required at time of hire. Must be enrolled in District's DMV pull-notice program.
- Must have a Class A drivers License

MINIMUM QUALIFICATIONS

Education:

Any combination of education and experience equivalent to the completion of two (2) years of college is desired though not required.

Experience:

Five (5) years' experience in construction/maintenance work or related field, and some supervisory experience.

Two (2) years experience in the operation of motorized heavy equipment operation.

TYPICAL PHYSICAL DEMANDS:

The physical and mental demands of this position are described below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Travels regularly by vehicle in inspecting District facilities and conducting field operations.
- Works in an outdoor environment.
- Stoops, kneels, crouches, crawls and climbs as required during performance of duties.
- Communicates orally with District management, co-workers and the public in face-to-face, one-on-one and group settings.
- Regularly uses a telephone and radio for communication.
- Uses office equipment such as computer terminals, copiers and FAX machines.
- Walks on uneven terrain, outdoors in all weather conditions.
- Hearing and vision within normal ranges.

LEAD MAINTENANCE FOREPERSON

Sitting:	Remains in a seated position for up to eight (8) hours per day
Hands/Arms:	Operates vehicles, heavy equipment and small hand tools for up to eight (8) hours per day
Lifting:	Raises and lowers supplies and equipment up to fifty (50) pounds.
Stooping:	Bends body downward and forward by bending at the knees or waist
Talking:	Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing:	Hears well enough to receive communications in person and by telephone.
Vision:	Operates vehicles, heavy equipment and office equipment.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 90% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Per the Memorandum of Understanding (MOU).
- Work performed in an outside environment with exposure to dust, dirt and significant temperature changes between heat and cold.

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Document concisely, accurately and timely.