

LEAD MAINTENANCE MECHANIC (II - PUBLIC WORKS) (Cities of Rye and Peekskill)

GENERAL STATEMENT OF DUTIES: Plans and oversees two or more public works functions in a municipality; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a higher level employee, such as Assistant City Manager, Director of Public Works and/or City Engineer, incumbents of this class plan and supervise the work of skilled and unskilled personnel involved in the various public works activities provided by the municipality such as the construction and maintenance of roads, refuse collection and disposal, recycling programs, maintenance of parks, parklets and playgrounds, etc. Incumbents also oversee the automotive maintenance function, including the service and repair of city-owned vehicles and equipment. Incumbents ensure the satisfactory completion of all work performed through the lead workers of the various work crews.

EXAMPLES OF WORK: (Illustrative Only)

Confers with supervisors to determine project priorities and assigns work to effectively and efficiently allocate staff and material resources;

Plans, schedules and oversees roads and grounds maintenance, including: the patching and repairing of roads; the construction of gravel, macadam, asphalt or concrete roads, curbs and sidewalks; excavation, grading, draining and embankment projects; cleaning of ditches, culverts and catch basins, etc.;

Plans and oversees refuse collection activities and operation of a municipal recycling program;

Plans and oversees the maintenance of park areas and playgrounds, including the planting and maintenance of trees shrubs and other landscaped areas;

Plans and oversees street cleaning and snow removal activities;

Plans and oversees the repair and maintenance of municipally-owned motor vehicles and equipment;

Plans and directs the cleaning, painting and maintenance of road equipment and real property;

Maintains continuing inspections of on-going projects;

Maintains records of work done, supplies used and supplies needed, and requisitions necessary materials and supplies;

May assist in estimating material costs and staffing requirements;

Responds to emergencies as necessary.

(Cities of Rye and Peekskill)

REQUIRED KNOWLEDGE,SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern street construction and maintenance practices, terminology, tools, and equipment; thorough knowledge of public works activities; ability to plan, layout and oversee the work of others; ability to keep simple activity records and prepare reports of such activities; industry, initiative; resourcefulness; tact; courtesy; physical condition commensurate with duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and five (5) years experience in public works activities, two years of which shall have included the oversight and/or direction of the work of crews engaged in such activities; or (b) completion of a two years of post-high or trade school education and seven years of experience in public works activities, two years of which shall have included the oversight and/or direction of the work of crews engaged in such activities; or (c) nine (9) years of experience in public works activities, two years of which shall have included the oversight and/or direction of the work of crews engaged in such activities; or (d) a satisfactory equivalent combination of the foregoing training and experience.