

UTILITY LEADWORKER

DEFINITION

Under general supervision, leads and participates in the routine cleaning and property maintenance of grounds, buildings, and equipment.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Manager or Supervisor. Exercises no supervision. Provides lead direction to assigned staff.

DISTINGUISHING CHARACTERISTICS

Utility Leadworker is an advanced working/lead level class. Incumbents provide lead direction to assigned personnel performing repetitive tasks. Duties follow a well established routine with regularly recurring manual labor assignments. This class differs from Laborer in that incumbents of that class perform a variety of manual maintenance duties and do not provide lead direction to others. Incumbents may be required to work weekends and holidays.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:

Provides lead direction, and participates in, the sweeping of streets, gutters, alleys, and floors; abatement of public nuisances, such as waste tire removal; fabrication and maintenance of bus stops, signs, shelters and benches; cleans restrooms; washes windows; and cuts weeds.

Assists and participates in homeless encampment removal and clean up and utilizes power landscaping equipment as needed.

Provides lead direction over personnel, including adult offenders and parolees, performing tasks of a manual nature; ensures compliance with safety procedures.

Assists with the reconditioning and general maintenance of facilities, equipment, buildings, and grounds.

Collects and disposes waste, including biohazards, needles, hazardous objects, and tree and shrub trimmings; sweeps and maintains walkways/sidewalks around public buildings.

Operates a variety of equipment including pressure washers, paint sprayers, paint trailer units and aerial lifts to remove graffiti.

May maintain records and logs as needed.

Performs related duties as required.

Transportation:

Empties trashcans as needed.

Utilizes mechanical tools to perform maintenance tasks at bus stops as needed.

Utilizes power landscaping equipment as needed to complete tasks.

Public Works:

Removes graffiti from facilities, private property consistent with departmental guidelines, equipment, buildings, grounds, and occasionally works with CalTrans or railroad companies on graffiti removal projects on the freeway/railroads soundwalls.

Organizes volunteer projects related to graffiti removal and abatement involving citizens participating in the removal of graffiti across the City.

Works collaboratively with private property owners, City departments, and other external agencies such as CalTrans and railroads prior to graffiti removal.

Works with City's Police Graffiti Task Force to identify specific city taggers and estimate the labor costs associated with removal of graffiti.

Purchases and procures supplies from various vendors in order to maintain inventory required to perform services on a regular basis.

Trains new employees in the Graffiti Abatement Technician classification.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The proper use and maintenance of hand and power tools common to manual labor.

Crew safety procedures and practices.

Skill/Ability to:

Safely operate a variety of power tools commonly used in manual labor.

Use of standard office equipment including computers, laptops, cell phones, handheld tablets, and various software applications.

Provide lead direction to subordinate personnel.

Establish and maintain effective working relationships. Ability to follow oral and written instructions.

Work alone on assigned routine tasks.

Perform heavy manual labor under adverse conditions and potential exposure to hazardous chemicals, waste, and fumes.

Work at heights and in confined spaces.

Use hand and power tools and heavy duty trucks.

Operate a motor vehicle safely.

MINIMUM QUALIFICATIONS

Education:

Possession of a High School Diploma or equivalent GED completion.

Experience:

Three (3) years of experience in the routine maintenance of grounds, buildings, and equipment using hand and power tools.

Special Requirement(s)

Possession of a valid Class C California Drivers License is required at the time of application and continued maintenance throughout the entire term of employment in the classification.

Depending on assignment, possession and continued maintenance throughout the entire term of employment in the classification a valid Class B California Driver's License without airbrake restriction may be required at time of application.

PHYSICAL DEMANDS

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve heavy work exerting up to 100 pounds of force, occasionally with assistance, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

APPROVED: Signature on File
Director of Personnel Services

DATE: 10/20/2025