

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
MAINTENANCE LEADER

DEFINITION

Performs semi-skilled grounds keeping/maintenance duties and acts as a lead worker over lower level maintenance workers; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists supervisor by performing such duties as instructing employees/residents, answering questions, distributing/balancing the workload and checking work; may make suggestions on selection, promotions and reassignments.

Makes landscaping changes and oversees the mowing, fertilizing and sodding of lawns and the pickup of refuse.

Directs and participates in the planting, mulching and trimming of trees/shrubs.

Operates and instructs employees in the operation of a flatbed truck and front-end loader tractor; responds to emergency weather conditions and coordinates snow removal operations.

Coordinates the construction/repair of sidewalks, steps, driveways and parking lots and mixes concrete/spreads asphalt.

Oversees the moving and placement of outdoor furniture and playground equipment.

Keeps limited records and prepares periodic reports.

COMPETENCIES REQUIRED

Knowledge of equipment/methods used in maintenance and construction work.

Ability to oversee and instruct maintenance workers.

Ability to effectively communicate, both orally and in writing.

Ability to apply personal work attitudes such as honesty, responsibility and trustworthiness required to be a productive employee.

Skill in the use and care of maintenance tools/equipment.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to four years of full-time grounds keeping, building or related maintenance work, one year of which involved equipment operation duties similar to that described for the Maintenance Worker 2;

OR

employees with current continuous experience in the state executive branch that includes experience equal to one year of full-time work as a Maintenance Worker 2.

NECESSARY SPECIAL REQUIREMENTS

Designated positions in this job class require applicants to obtain the required Commercial Drivers License and endorsements within a period of time as determined by the appointing authority at the time of hire.

Effective Date: 6/98 JG