

Town of Yountville
Resolution Number 25-4355

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YOUNTVILLE ADOPT APPROVING JOB DESCRIPTION AND SALARY RANGE FOR LEAD MAINTENANCE WORKER.

Recitals

- A. Pursuant to Yountville Municipal Code section 2.08.030(A) and Yountville Personnel Rules and Policies section 6(G), the Town Manager oversees the Classification Plan for all Town employees and shall make recommendations to the Town Council from time to time when changes are deemed necessary.
- B. The Town Manager recommends that a new classification in the Maintenance Worker series of Lead Maintenance Worker be established to support Town operations and future planning and development.
- C. The Town Manager recommends that the salary range for the Lead Maintenance Worker position be set at 11% above the top step of Maintenance Worker II.

Now therefore, the Town Council of the Town of Yountville does resolve as follows:

- 1. The job description for the Lead Maintenance Worker is hereby approved.
- 2. The following monthly salary range is established for the Lead Maintenance Worker and incorporated into the Monthly Salary Schedule:

Effective May 6, 2025

Lead Maintenance Worker	Step A	Step B	Step C	Step D	Step E
	\$6,727.20	\$7,081.27	\$7,453.96	\$7,846.28	\$8,259.24

- 3. The Town Clerk shall attest and certify to the passage and adoption of this Resolution, and it shall become effective immediately upon its approval.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Yountville, State of California, held on this 6th day of May, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Margie Mohler, Mayor

ATTEST:

Hilary Gaede, Communications Director/Town Clerk

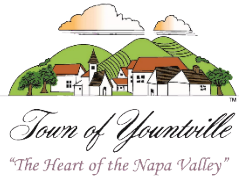


Exhibit A

TOWN OF YOUNTVILLE JOB DESCRIPTION

LEAD MAINTENANCE WORKER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under general supervision, performs a variety of building and street maintenance, park maintenance, and construction work; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; provides indirect supervision to assigned personnel; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the fully skilled and experienced level in the Maintenance Worker series. Assignments differ from the Maintenance Worker I & II assignments by having greater responsibility, autonomy, and discretion in planning and completing a wide variety of maintenance activities.

SUPERVISION RECEIVED/EXERCISED

General supervision is provided by the Public Works Supervisor/Manager. Assignments may include indirect supervision of other Maintenance Workers and Maintenance Assistants in full-time, part-time, and temporary/seasonal employment.

ESSENTIAL DUTIES

- Performs a variety of maintenance, repair, construction, and installation work in streets and building and grounds maintenance.
- Performs street maintenance duties including, but not limited to, breaking, removing, crack sealing, hydro patching, and repairing surfaces, rolls, and irons asphalt.
- Assists in the installation and maintenance of Town signs, road markings, striping, and delineators, paints street lines and crosswalks.
- Performs concrete sidewalk, curb, gutter, and ramp installation and repair; installs bricks and pavers; sweeps streets and sidewalks.
- Installs, maintains, and repairs streetlights.
- Performs skilled and semi-skilled work in building and facility maintenance including carpentry, plumbing, mechanical, electrical, and painting; performs general cleaning of buildings, facilities, and grounds; repairs and installs electrical outlets, fixtures, switches, and wiring; performs interior and exterior painting and staining; stocks paper, supplies, and other supplies as needed; inspects facilities, elevators, and grounds for conditions needing repair and maintenance.
- Performs skilled and semi-skilled work in public parks, paths, and open spaces including landscaping, equipment operation such as mowers, tractors, and powered and hand tools, mowing, raking, edging lawns, planting trees, shrubs, and hedges, weeding and clearing brush, and installing, maintaining, operating and repairing irrigation systems.
- Digs, shovels, hauls, loads, and unloads materials.
- Conducts traffic control during maintenance and construction projects; sets up traffic control signs and directs and controls traffic around worksites; communicates with the public during flagging duties.
- Operates a variety of hand and power tools including jackhammers, tampers, pavement breakers, and other hand and power tools; operates trucks, backhoes, rollers, street sweepers, aerial lifts, and other

construction vehicles and equipment; maintains, repairs, and cleans assigned vehicles and equipment; inspects tools and equipment for safety and mechanical defects.

- Assists with Town sponsored functions and special events; responds to after-hours callouts as assigned.
- Responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Assists other Public Works maintenance units when required.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, Town management, staff, and the public.
- Indirectly supervises assigned personnel; ensures the safe and productive use of equipment utilized in associated maintenance and repair work, and trains and directs assigned personnel in the use, care, and maintenance of tools and equipment.
- Evaluates completed projects and repairs to ensure all work performed adheres to established safety standards, building codes and regulations, and legal guidelines where applicable, with regard to construction, electric, mechanical, plumbing, and carpentry.
- Assists in the training of lower-level employees.
- Other duties include ensuring facility housekeeping, ordering supplies, completing reports, requesting quotes, processing invoices, and participating in staff and safety meetings.

QUALIFICATIONS

Experience/Education

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for the Lead Maintenance Worker. A typical way of obtaining the required qualifications is to possess the equivalent of:

- Two years of related experience in the construction and maintenance of streets, parks, or buildings and grounds for a public agency.
- Have a high school diploma or equivalent.

Knowledge/Skill/Ability

In addition to the knowledge, skills, and abilities expected of a Maintenance Worker II, the incumbent in the Lead Maintenance Worker position is expected to possess demonstrated knowledge of basic principles and practices of supervision and training including occupational hazards and standard safety precautions appropriate to the safe conduct of Town construction and maintenance activities.

WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. The position requires near and far vision when inspecting work and operating assigned equipment. The ability to independently lift, carry, and push tools, equipment, and supplies weighing up to fifty (50) pounds. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use chemicals that may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise-producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after-hours emergency callouts and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

LICENSE/CERTIFICATE

Possession of, or the ability to obtain, a valid class C California driver's license. Incumbent is required to be registered in the DMV Pull Notice Program where the Town is notified of moving point violations.

Additionally, in order to promote to a Lead Maintenance Worker, the incumbent must obtain Qualified

Applicators Certification and Playground Safety Inspection Certificate within 18 months of hire.

Approval: _____ Resolution No.
Town Manager

Effective Date: _____

Revision History

Approval: _____ Resolution No.
Town Manager

Effective Date: _____