



## **PUBLIC WORKS MAINTENANCE LEADWORKER**

### **DEFINITION**

To perform skilled work in the construction, maintenance, and repair and painting of streets, storm drains, sanitary sewage collection systems, and non-electrical traffic control devices; to assign and participate in the work of a maintenance crew; to operate power driven equipment; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Positions in this class are responsible for lead supervision of a street, traffic safety, or sanitary sewer maintenance field crew. The work assigned involves leading the lower-level classifications, personally working as a member of the crew performing the more complex and difficult repair and maintenance tasks.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Public Works Supervisor. Technical or functional supervision may be provided by higher level maintenance personnel.

Exercises lead supervision over Maintenance Worker I/II's, including provision of technical supervision, assignment of work, and/or the training of less experienced maintenance personnel.

**EXAMPLES OF DUTIES** - Depending upon assignment, duties may include, but are not limited to the following:

Lead a small crew, assign, and participate in construction, maintenance and repair work, prepare material requisitions, assist in the preparation of purchase orders and administrative reports, keep work records, prepare reports of completed work, fully utilize the computerized work systems in accordance with workflow processes, check and update as-built drawings and maps, and supervise, assist and train subordinate maintenance personnel.

### **SEWERS**

Perform repairs and maintenance on sewer lines, and a variety of valves, pipes, fittings, and related appurtenances.

Lead and participate in the operation of a variety of equipment such as loaders, backhoes, trenching machines, compressors, sewer rodding and hydraulic flushing equipment, and television inspection equipment.

Locate, excavate, and repair sewer lines, and storm drain facilities.

Build and repair manholes; raise and lower manholes.

Operate a jackhammer; pour and finish concrete.

Operate a truck; perform minor servicing to truck and reports mechanical or other problems; keep truck stocked with supplies and materials.

Install barricades and route traffic in a safe manner.

Provide information to interested citizens and ensure the safety of the public in performing sewer maintenance.

Respond to daytime or after work hour emergency conditions such as storms, civil emergencies, and system malfunctions.

Assist and train less experienced personnel and train other departments.

Determine operational needs and performance, and estimate personnel, material, and equipment requirements, and inspect or assist in inspecting sites.

Participate in preparing performance evaluations for assigned staff and may participate in disciplinary actions.

Coordinate assigned activities with other departments, employees within his/her department, divisions and/or outside agencies and contractors.

Perform scheduling and securing needs of operational needs and provides direction on work.

Serve as acting supervisor or other classification.

Analyze materials, worksites, and documents (such as blueprints, markings, surveys, etc.) to problem solve the most effective approach to a task.

Formulate solutions to problems with equipment or operations, including logistics, operations, and processes.

Develop or recommend policies, manuals, or forms.

Clean and maintain equipment.

Perform related duties and responsibilities as assigned.

### **STREETS**

Supervise a work crew and participate in the installation and repair of sidewalks, curbs and gutters and fences.

Supervise and participate in the maintenance operation of streets and paving, grading, and minor repair of streets and alleys.

Operate a variety of heavy equipment such as a motor grader, tractor, loader, backhoe, black-top paving machine, sweeper, and boom truck.

Direct and participate in cement construction involving storm drains, gutters, curbs, and sidewalks.

Order necessary materials used in street and storm repair and maintenance.

Respond to public inquiries regarding street maintenance problems.

Survey City streets to identify street maintenance needs.

Respond to daytime or after work hour emergency conditions such as storms, civil emergency and system malfunctions as required.

Assist and train less experienced personnel and train other departments

Determine operational needs and performance, and estimate personnel, material, and equipment requirements, and inspect or assist in inspecting sites.

Participate in preparing performance evaluations for assigned staff and may participate in disciplinary actions.

Coordinate assigned activities with other departments, employees within his/her department, divisions and/or outside agencies and contractors.

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Develop or recommend policies, manuals, or forms.

Clean and maintain equipment.

Perform related duties and responsibilities as assigned.

## **QUALIFICATIONS**

### **Knowledge of:** (Depending on duties assigned)

Occupational hazards and standard safety precautions necessary in the work.

Principles and practices of supervision and training.

Geographical and functional features of street and drainage systems.

### **Sewers:**

Procedures of operation and regulations of sewer field work.

Principles, practices, and methods used in the construction, repair, and maintenance of sewer collection systems.

**Streets:** Materials, methods, practices, and equipment used in street construction, maintenance, and repair activities, or street painting and sign construction and installation.

### **Ability to:**

Lead maintenance and construction personnel in the performance of public works field activities.

Supervise and train subordinates.

Use computers and handheld electronic devices in the course of work.

Operate a variety of equipment used in municipal maintenance.

Trouble-shoot for faulty system equipment and facilities.

Read, interpret, and understand blueprints and construction drawings.

Perform a wide range of construction and maintenance activities, using standard methods and equipment.

Safely operate heavy construction and repair equipment with proficiency and efficiency.

Recognize and deal with hazards encountered in the course of work.

Read, interpret, and understand construction plans and specifications.

Make independent decisions in field situations with effectiveness and efficiency.

Assist in the preparation of purchase orders and administrative reports.

Schedule and plan the work of others.

Understand and carry out oral and written directions.

Modify as-built maps as necessary.

Perform inspections of City infrastructure.

Respond to emergencies as required.

Establish and maintain effective working relationships with other employees, contractors, and the general public.

### **Experience and Education**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Three years of increasingly responsible experience comparable to that of a Maintenance Worker II including prior experience in the maintenance of street system or sanitary sewer collection facilities.

#### **Education:**

High School diploma or equivalent.

**License or Certificate**

Possession of, or ability to obtain, and maintain a valid California Driver's License.

Possession of, and ability to maintain, a valid Class A Commercial Driver's License is required within 12 months of employment.

Certification in work zone safety regulations is desirable.

Sewers: Possession of a Grade II Wastewater Collection System Operator (or higher) Certificate issued by the California Water Environment Association or the ability to obtain one within 12 months of date of hire and retain the certification while employed in this position.

**ADA Special Requirement:**

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 90 pounds; exposure to extreme noise, outdoors, confining workspace, electrical hazards, vibration, chemicals, dust, mechanical hazards, and explosive materials; availability for stand-by and call back.

Ability to wear a respirator and maintain a face seal while using a respirator.

ADOPTED CC:	3-01-81
REVISED CC:	5-20-02, 9-03-13, 2-01-16, 8-21-17, 9-8-20
FORMER TITLES:	
BARGAINING UNIT:	SEIU MAINTENANCE UNIT
FLSA:	NON-EXEMPT
PERFORMANCE APPRAISAL:	MAINTENANCE LEAD WORKERS
DOT:	YES
PRE APPT-MEDICAL:	YES
SAFETY SENSITIVE:	YES
REQUIRED HARASSMENT PREVENTION TRAINING:	SUPERVISORY
FORM 700:	NO
JOB CODES:	6129
DMV RECORDS CHECK:	YES
ABOLISHED:	