

CITY OF EMERYVILLE/MESA

June, 1997

Revised: February, 2016

FLSA: Non-Exempt

PUBLIC WORKS CREW LEADER

DEFINITION:

Under direction performs various manual maintenance and repair duties on a variety of public infrastructure and facilities including streets, sidewalks, storm drains, sanitary sewers, sanitary sewer lift stations, signs, pavement delineations, buildings and grounds, parks and play structures, landscaping, street trees, irrigation systems, weed abatement, litter and illegal dumping abatement, and traffic controls. Performs assigned lead/supervisory duties for a crew and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED:

The Public Works Crew Leader receives direction from the Public Works Supervisor and exercises supervision over Public Works Maintenance Workers.

CLASS CHARACTERISTICS:

This is the working lead-level class of the Public Works Maintenance Worker Class Series. Incumbents are fully able to perform a variety of tasks involving the maintenance and repair of public infrastructure and facilities as well as direct the activities of a public works maintenance crew. It is distinguished from the Public Works Supervisor position which is a full supervisory position.

DUTIES AND RESPONSIBILITIES:

The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the classification.

Performs assigned lead/supervisory duties, including receiving work schedules from the Public Works Supervisor; assigns job tasks on projects to subordinate employees, provides input regarding employee performance; provides employee training in the performance of job duties; act as the Public Works Supervisor in his/her absence, as assigned.

Maintains and operates a variety of equipment, including power tools and hand tools.

Performs maintenance, installation, and repair to irrigation systems including piping, spray heads, valves, wiring, clocks and timers, and other related components.

Performs maintenance, installation, and repair to park equipment and structures including playground equipment, benches, surfaces, drinking fountains, fencing, bollards, signage, and other related park features.

Prepares work sites and ensures that materials and tools are clean and orderly; cleans work areas as appropriate.

Observes proper safety precautions.

Places traffic cones, barricades, and warning devices around work sites; directs traffic and pedestrians.

Installs, maintains, and removes traffic signs and poles; secures work sites for safety.

Installs, maintains, and coordinates the maintenance and installation of pavement delineations, curb markings, and other street and parking related painting or markings.

Operates various types and sizes of vehicles and equipment; performs utility duties such as loading, hauling and unloading.

Excavates, shovels, hauls and loads soils, sand, gravel, cement, asphalt mixes and other materials, tools, and equipment.

Performs crack sealing on asphalt concrete streets, parking lots, and pathways.

Performs litter abatement, debris removal, and graffiti removal.

May have exposure to and/or may be required to safely handle and transport hazardous materials such as herbicides, pesticides, sewage, sharps, fecal matter, cleaning chemicals, paints and solvents, and other substances used in municipal and industrial operations.

Operates an air or hydraulic compressor and a pneumatic/hydraulic pavement breaker, spade, tamper, and other construction related tools and equipment.

Maintains/ cleans sanitary sewer mains, service laterals and manholes, storm drain mains and inlets.

Operates, maintains, and cleans sanitary sewer lift stations.

Operates sewer maintenance equipment including CCTV cameras, jetters, and rodders to clean and inspect sanitary and storm sewers: mainlines, service laterals, catch basins, storm water inlets, storm drains, trunk sewers, manholes, sewer drains and grates.

Excavates trenches and holes with appropriate tools.

Shovels excess fill and debris; applies temporary paving to backfilled excavations.

Assists in rigging and placing heavy materials and equipment.

Loads and unloads materials, supplies, and equipment.

Performs maintenance duties in and around facilities such as weeding, pruning, planting, sweeping, and cleaning.

Performs tree trimming and clearing of tree cuttings with use of a chainsaw, chipper, and chipper truck.

Performs routine vehicle and equipment servicing such as washing, fueling, and checking water, oil, tires, and other wear or performance items as necessary.

Oversees and coordinates the activities of furlough volunteers and others as needed.

Maintains accurate records of work performed; may be required to use mobile tablet devices or computers for entering work activities into a GIS based maintenance management system.

QUALIFICATIONS:

Knowledge of:

- Applicable laws pertaining to the safe operation of motor vehicles, including the California Vehicle Code;
- Applicable City and Department work rules, regulations, policies, procedures etc.;
- Principles and practices of supervision and training;
- Basic first aid and CPR;
- Safe operation of a variety of hand, power and pneumatic tools, and equipment;
- Effective verbal and written communication methods;
- Effective methods of human interaction; Basic street maintenance and repair including traffic markings and signage;
- General grounds maintenance including irrigation system maintenance and repair;
- Basic plumbing and electrical maintenance and repair;
- Basic record keeping;
- Safe work practices.

Ability to:

- Read and comprehend written materials and documents;
- Complete forms and documents as required, including time sheets and Court and County records;
- Operate a variety of equipment including, hand, power and pneumatic tools;
- Safely operate a variety of equipment including City vehicles;
- Understand and follow written and verbal instructions;
- Communicate effectively both verbally and in writing;
- Train subordinates in assigned areas of responsibility;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Exercise basic lead supervision and direct and coordinate the work of a field crew;
- Work out of doors in all weather conditions;
- Organize and prioritize work;
- Keep accurate records of work performed;
- Perform heavy physical labor;
- Exercise independent judgment and initiative without close supervision;
- Use standard measuring equipment such as a tape rule and measuring wheel;
- Use computer based maintenance management software and handheld computer devices.

EDUCATION/EXPERIENCE:

Any combination of education and experience that would likely produce the required knowledge and abilities is qualifying. A typical way to qualify is:

Equivalent to high school and three years of experience performing duties comparable to that of a Public Works Maintenance Worker in the City of Emeryville.

Special Requirements:

Essential duties require the mental and/or physical ability, and English language skills to read fine print on labels, manuals, maps, and diagrams and with no color deficiencies that would interfere with working with color coded wires; interpret maps and diagrams; converse on the telephone, 2-way radio, and in person, often over the noise of machinery and traffic; detect noises in machinery and hear running water; drive vehicles; safely operate and use equipment, hand and power tools, and a computer; crawl, bend, stoop, reach, and climb; and strength to safely lift and maneuver jackhammers, hand and power tools, supplies, and other equipment weighing up to 90 pounds many times per shift.

Individuals who are appointed to this position will be required to maintain a valid California Driver's License and a satisfactory driving record throughout the tenure of employment.