

LEAD STREET MAINTENANCE WORKER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction, leads, oversees, reviews, and participates in the more complex and difficult work of staff responsible for the construction, maintenance, repair, rehabilitation, and cleaning of City streets, curbs, gutters, storm drains, and related structures; performs traffic signing and striping work; operates and maintains a variety of heavy equipment and hand and power tools and equipment; ensures work quality and adherence to established policies and procedures; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Street Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision to assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. This class is distinguished from the Street Supervisor in that the Street Supervisor is the first-line supervisory level.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Lead, plan, train, and review the work of staff responsible for the construction, maintenance, repair, rehabilitation, and cleaning of City streets, curbs, gutters, storm drains, and related structures; discuss work to be performed with supervisors; plan and implement crew assignments; assist maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
2. Train assigned employees in their areas of work including street maintenance methods, procedures, and techniques.
3. Supervise the use, care and operation of street maintenance tools and equipment; train and instruct employees in the safe operation of light, medium, and heavy-duty construction equipment.
4. Request and organize bids from vendors.
5. Work within a budget; code invoices for payment; verify completed work and recommend payment.
6. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
7. Oversee and participate in repairing street surfaces by cutting or removing loose materials, hand sweeping, and spraying tack coats; identify and repair pot holes; dump, spread,

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shovel, rake, tamp, and roll asphalt for street patching and resurfacing; remove, replace, install, and layout thermoplastic markings; assist contractors with slurry seals and crack sealing.

8. Oversee and participate in minor repairs or replacement of cracked, raised, sunken or otherwise damaged sidewalks, curbs and gutters; perform minor concrete work including removal of old surface material as well as pouring, forming and finishing of concrete.
9. Oversee and participate in breaking and removing concrete using jack hammers, pavement breakers, and other hand and power tools; dig, shovel, haul, load, and unload materials; clean up work sites upon completion of jobs.
10. Oversee and participate in cleaning storm drains; clear brush from catch basins and storm drains.
11. Operate a variety of construction and maintenance heavy equipment and hand tools such as dump trucks, loaders, rollers, compressor, grinders, jack hammer, and concrete saw; maintain hand tools and assigned equipment; perform preventive maintenance on equipment.
12. Oversee and participate in operating a paint striper or spray gun in painting line markings on pavement including street lines and crosswalks; install traffic markers, delineators, and reflectors.
13. Conduct traffic control when working in high traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.
14. Oversee and participate in preparing, installing, and replacing City sign posts and signs; fabricate new signs; clean and maintain existing signs; trim trees in compliance with line of sight clearance for street signs.
15. Oversee and participate in performing a variety of roadside and highway maintenance duties; pick up debris and litter; apply pesticides as necessary and as properly trained.
16. Oversee and participate in performing special projects related to area of assignment as assigned.
17. Perform incidental minor carpentry and cement work and incidental minor facility construction and maintenance work.
18. Inspect work of contractors to make recommendation(s) to Management regarding compliance with specifications.
19. Respond to public inquiries in a courteous manner; provide information within the area of assignment including explaining street maintenance procedures; resolve complaints in an efficient and timely manner.
20. Oversee and participate in preparing, maintaining, and/or submitting a variety of written records and reports.

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21. Read maps and interpret plans, specifications, and maintenance manuals; record as-built drawings of modifications.
22. Perform after-hours emergency work and on-call duties on a rotating basis, as assigned.
23. Estimate time, materials and equipment required for jobs assigned; requisitions materials as required.
24. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a street maintenance program.
- Principles of lead supervision and training.
- Advanced practices, techniques and materials used in maintenance, construction, and repair of streets, lighting, traffic signs and markings.
- Advanced methods and techniques of concrete finishing and repair.
- Advanced methods and techniques of street maintenance repair and asphalt overlay.
- Advanced principles and practices of sign fabrication.
- Tools and equipment used in the maintenance and repair of streets and related systems.
- Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
- Safety requirements for operation of trucks and other equipment.
- Shop mathematics.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety procedures.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Lead, organize, and review the work of staff.
- Instruct and direct proper work methods.
- Identify and implement effective courses of action to complete assigned work.
- Interpret, explain, and enforce department policies and procedures.
- Provide input on employee performance.
- Oversee and perform a variety of semi-skilled and skilled duties involved in the maintenance, construction, and repair work of streets, gutters, sidewalks, storm drains and related facilities.
- Oversee and perform asphalt and concrete work.
- Oversee and work with paints and prepare surfaces for painting.
- Oversee and apply pesticide treatments in a safe manner.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Operate an office computer and a variety of word processing and software applications.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.

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- Estimate material and labor needs for maintenance projects.
- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.
- Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
- Set up a safe work site including cones, signs and directing traffic
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Work with the GIS mapping system and input finished work orders into the maintenance management system.
- Prepare and maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in street maintenance.

Experience:

Two years of journey level experience in the construction and maintenance of streets and public facilities comparable to a Street Maintenance Worker II with the City of Antioch.

License or Certificate:

Possession of an appropriate, valid Class B driver's license.

Possession of a CPR/First Aid Certificate is desirable.

Possession of a Traffic Control Certificate is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb on ladders; to lift, carry, push, and/or pull moderate to

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heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: August 1988

Revised: January 2004; April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.