LEADWORKER (PUBLIC WORKS)

DEFINITION

Under general supervision, leads and directs a maintenance crew and performs a variety of skilled and semi-skilled tasks in the construction, maintenance and repair of Public Works and airport facilities; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This position is in a skilled class within the Public Works Department and reports to the Public Works Supervisor or Assistant Director of Public Works. This position is distinguished from the Maintenance Worker II and lower level positions by the ability to perform the tasks of traffic control and street and sewer maintenance at a higher skill level, and by the ability to supervise small maintenance crews. This position shall be assigned emergency standby duty.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs skilled to semi-skilled work in the maintenance, service and repair of public works facilities, including paint striping, concrete cutting and breaking, operating light equipment and trucks, pouring and finishing concrete, and supervising workers involved in the following activities: asphalt repair, storm drain maintenance, shoulder grading, street light installations, sweeping operations, concrete repair, weed control, graffiti removal, cracksealing, traffic control, including signing, striping and signal maintenance, sewer maintenance, including Vactor cleaning and lift station maintenance; inspects construction work of crews; visits job sites to review progress and to ensure safe working procedures are followed; trains maintenance personnel in all aspects of public works maintenance; assists in gathering information for budget preparation; provides input for employee performance evaluations; may perform the following sewer maintenance duties; troubleshoots problems with pump stations by running pumps, checking for unusual sounds or vibrations, checking for loose nuts and bolts, and making minor repairs as necessary; packs pumps; checks automatic alarm systems and auxiliary engines; checks collection lines for grease build-up, root intrusion and vandalism; paints and maintains cleanliness of pump stations; repairs manholes; operates high-pressure sewer cleaning equipment; maintenance of airport runways, shoulders, and parking aprons; establishes and maintains cooperative working relationships with internal and external customers, including outside agencies; operates City vehicles and equipment in a safe and efficient manner; utilizes computer software programs competently; routinely adheres to and maintains a positive attitude; performs related duties as required.

EMPLOYMENT STANDARDS

Training & Experience - Graduation from high school/GED and three years of experience in public works construction or street/sewer maintenance with emphasis on area of specialization (i.e., street, concrete, airport traffic control, or sanitary sewer maintenance), including one year of experience in a leadworker capacity. Supplemental courses in supervision or management highly desirable.

Knowledge & Abilities - **Knowledge of:** the materials, equipment and practices employed in public works maintenance, airport traffic control devices, and sewer maintenance procedures (including lift station maintenance, pumping equipment and high-pressure mainline cleaning equipment); and safety requirements related to sewer maintenance, including confined space entry and OSHA regulations. **Ability to:** plan and implement a City-wide mainline cleaning program, including vector control; provide working leadership to crews involved in the following activities: sweeping, asphalt repair, storm drain maintenance, shoulder grading, street light installations, concrete repair, weed control, graffiti removal, cracksealing, traffic control, including signing, striping and signal maintenance, sewer maintenance; operate various tools, vehicles and equipment used in public works maintenance; keep records and prepare reports; assign and supervise the work of crews engaged in public works maintenance and contsruction; work with simple blueprints, work sketches, and/or maps; communicate and work effectively with the public and other governmental agencies; handle multiple priorities; provide timely and courteous customer service; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work, including outside agencies; operate City vehicles and equipment in a safe and efficient manner; utilize computer software programs competently; and maintain effective working relationships with supervisors, fellow employees, and the general public.

Licenses & Certificates - Possession of a valid unrestricted California Class "C" driver's license. Must be able to obtain a valid California Class "A" driver's license within six months of appointment.

WORKING CONDITIONS

Moderate exposure to dust, extreme temperatures, noise, and inclement weather within a construction zone environment. Some heavy lifting and other physical exertion required. Some exposure to irritating chemicals. Incumbent will be required to respond to emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts. Must possess the stamina to work long hours and overtime if necessary.

APPROVED:

Diana M. Ramirez
DIRECTOR OF HUMAN RESOURCES

Sonya Wiley
HUMAN RESOURCES TECHNICIAN

DATE REVISED: May 11, 2000

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