

City of South San Francisco
Human Resources Department

Lead Public Works Maintenance Worker
Class Description

Definition

Under general supervision, leads a crew and personally performs a variety of semiskilled and skilled tasks involved in the construction, maintenance, and repair of streets, sewers, storm drains, and related public works installations; participates in the more complex public works construction and repair work; and does related work as required.

Distinguishing Characteristics

This class is distinguished by the level of full lead responsibilities for a crew of employees in lower-related classifications. Incumbents do all of the duties set forth in the lower-level classifications in the series and personally performs the more difficult and complex public works maintenance and repair tasks requiring knowledge and skill in the general trades field; and assists with training and directing less experienced staff.

Typical and Important Duties

1. Leads and assists in preparing streets for patching and resurfacing, and in applying oil, asphalt, concrete, gravel, and other materials, including the hand-sweeping of street surfaces, loading and unloading of materials, and the raking and shoveling of asphalt.
2. Leads and assists in a variety of maintenance and construction projects, such as retaining walls, guard rails, curbs, gutters, and catch basins, including removing obstructions, such as tree roots, breaking up and removing concrete, constructing forms, and mixing, pouring, and finishing concrete.
3. Leads and assists in the maintaining and repairing of the City's sanitary and storm gravity lines, including televising lines, unplugging lines, cleaning catchbasins and storm lines.
4. Leads and assists in maintaining and repairing storm and pump stations, including servicing and repairing storm pumps.
5. Performs the more skilled tasks.
6. Cleans, maintains, repairs, and installs sewer lines.
7. Operates flushing and rodding equipment.
8. Paints and stripes streets, including painting curb and pavement messages; marking streets for line painting; and cleaning and maintaining equipment, such as stencils, hoses, and spray guns.
9. Fabricates and installs signs.
10. Sets up traffic cones and directs traffic as required.
11. Performs general cleaning and maintenance of the Corporation Yard.
12. Uses a variety of hand and power tools in connection with the above duties; operates light, motorized equipment, such as pick-ups, flatbeds, and dump trucks.

13. Operates larger equipment such as front-end loaders and rollers.
14. Inspects public works facilities to locate and determine the extent of repair or maintenance work required; assists in maintaining work records.
15. Makes recommendations or suggestions for needed improvements.
16. Assists in training and evaluating the work performance of assigned crews.
17. Ensures proper care and safe use of tools, supplies, and equipment.
18. Holds tailgate safety meetings, as appropriate.
19. Works independently in such areas as street cleaning and debris collection.
20. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Methods, tools, and materials used in the construction and maintenance of streets, sewers, and related public works facilities.
- Operation of a variety of power driven equipment used in public works maintenance and repair activities.
- General principles of leading staff.
- Safe work practices.
- Operation of light and heavy power-driven equipment.
- Basic construction skills and techniques.
- Safety principles, practices, regulations, and procedures, including occupational hazards related to the work, including OSHA regulations.
- Techniques for dealing with the public, City staff, and representatives of contractors in an effective manner.

Ability to:

- Perform a wide variety of public works construction and maintenance work.
- Read and work from “as-built” maps, plans, and drawings.
- Lead and instruct staff.
- Understand and carry out oral and written directions.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Perform heavy physical and manual labor.
- Acquire and communicate a general knowledge of division policies and procedures as related to public works operations.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.

- Work in a safe manner, following City safety practices and procedures; model and enforce correct City safety practices; identify, correct, and report hazards.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Driving a variety of vehicles safely.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Four years of progressively more responsible experience in public works construction and maintenance work with one additional year of experience in assigning semi-skilled staff.

Training: Equivalent to graduation from high school.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California driver's license, with proper endorsements and a satisfactory driving record.
- Some positions may require the possession of a Grade I certification for Collection System Maintenance Technologist.
- For some positions possession of a Grade II CWEA certification for Collection System Maintenance Technologist is desirable.
- Possession of, or the ability to obtain as appropriate, confined space certification.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; lift and carry 75 pounds; dexterity to drive trucks and large vehicles; distinguish among various colors; distinguish various computer generated auditory signals; use common hand tools; vision to read printed materials, a computer screen, and to test equipment in varied field settings; hearing and speech to communicate in person and over the telephone.

Work Environment: Work in a shop and field setting; exposure to inclement weather, cold, heat, noise, outdoors, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, mechanical hazards, electrical hazards, and explosive hazards.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work protracted and irregular hours; respond to a pager; take 24-hour call and stand-by; available for evening meetings; available for unusual hours in emergencies.

Approved: April 1994
Revised Date: April 1995, December 2001, April 2002, January 2003, June 2003, January 2004
Former Titles:
Abolished:
Bargaining Unit: AFSCME
ADA Review: 1994/95; 2001, 2003
DOT: Yes
Physical: Class 3
Status: Classified/Non-exempt
EEOC Category: EF2/EJ8
Job Code: A200

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. OAE
5. OAE
6. MWE
7. SDE
8. SDE
9. OAE
10. OAE
11. OAE
12. SDE
13. MME
14. SDE
15. OAE
16. MAE
17. SDE
18. SDE
19. SDE