

PUBLIC WORKS LEAD WORKER

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

DEFINITION

Under direction of the Public Works Superintendent, to lead, oversee, and perform difficult and skilled work in the construction and maintenance of city roads, drainage systems, parks, and/or collection of public refuse while acting in a lead capacity; and to do other related work as required.

DISTINGUISHING CLASS CHARACTERISTICS

This is a single position class with a direct report to the Public Works Superintendent to act as the lead employee on day-to-day assignments, and responsibility to be charge in the absence of the Public Works Superintendent, This class is distinguished from the lower classification of Equipment Operator Mechanic by such lead-worker responsibilities and the reporting relationship. The incumbent does not have primary responsibility for hiring, firing, or discipline of assigned employees.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Responsibilities and duties may include, but are not limited to, the following:

Lead, plan, train and review the work of staff responsible for the maintenance, repair, construction or installation of City streets, lighting, signs, storm drainage systems, parks, grounds, road sides or medians. Plan, direct and participate in scheduling, coordinating and assigning various maintenance, construction and repair projects. Train assigned employees in their areas of work including proper maintenance, construction and repair methods, procedures and techniques within the assigned area.

Supervise the use, care and operation of construction and maintenance tools and equipment including dump truck, backhoe, grader, street sweeper, chipper, jackhammer, mowers, blowers, chain saws, excavator, paving machine, compressor and loader.

Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications. Interpret plans and specifications in order to lay out field work; oversee the work of field crews; verify that projects are completed as specified.

Inspect streets, storm systems, street lighting components and traffic controls to prepare recommended maintenance and repair duties. Perform heavy manual labor including shoveling, lifting, raking debris or asphalt, operating a jackhammer and various concrete work. Schedule, organize, oversee and participate in the maintenance, repair or construction of municipal parks and grounds including athletic fields, park buildings, playground equipment, road sides, medians and irrigation systems. Oversee and participate in the maintenance of City landscapes, turf and lawns; mow, fertilize and chemically treat assigned areas; apply pesticides and herbicides as necessary; prune shrubs and trees.

Ensure adherence to safe work practices and procedures. Maintain inventory of equipment and supplies required for assigned maintenance projects; estimate time, materials and equipment required for jobs assigned; requisition materials as required.

ESSENTIAL JOB QUALIFICATIONS:

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Equivalent to three years of responsible work in street maintenance, drainage system repair, park maintenance, and facility construction that would demonstrate the knowledge and abilities listed below, or three years of experience equivalent to the City of Colusa senior maintenance worker classification series.

Knowledge of: Operations, services and activities of the maintenance program to which assigned. Principles, practices, materials and procedures related to the construction, maintenance and repair of City streets, lighting, signs, storm drainage systems, parks, grounds, road sides or medians; methods and techniques of grounds keeping including mowing, fertilizing and application of chemicals; Operational characteristics of construction and maintenance equipment and tools; Occupational hazards and standard safety practices; Pertinent Federal, State and local laws, code, ordinances and regulations.

Ability to: Work independently and lead the work of others; perform physical work requiring coordination, agility, strength, and stamina; Lead, organize and review the work of staff. Independently perform the most difficult maintenance, repair and construction duties. Schedule, organize and participate in various maintenance and construction projects. Interpret, explain and enforce department policies and procedures. Operate a variety of construction and maintenance tools and equipment in a safe and effective manner, including back hoe, grader, excavator, loader, sweeper, paver, Lam trucks, rollers and welders. Perform heavy manual labor. Read and interpret plans and specifications. Maintain data, records, and charts; work with considerable independence and initiative; communicate effectively, orally and in writing; perform work in emergency situations as necessary; Work independently in the absence of supervision. Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals.

Mobility: Heavy lifting; walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles; performing heavy manual labor.

Vision: Visual acuity to operate vehicles and equipment.

OTHER FACTORS: Incumbents may be required to work extended hours including evenings and weekends.

DRIVER LICENCE REQUIRED

The possession of a valid California Class "B" Driver's License by date of appointment.

(The contents of this classification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment)