

## CITY OF LAKE ELSINORE

### STREET LEAD WORKER

*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.*

#### **DEFINITION:**

Under direction, leads, oversees, reviews, and performs work activities and duties assigned to the street maintenance crews; assists in the supervision of contracted street maintenance work; assumes responsibility for the more difficult and complex tasks; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Street Lead Worker** is the lead/advanced journey level class responsible for a wide variety of maintenance and construction tasks. Incumbents perform skilled work in the maintenance and repair of streets, storm drains, road shoulders, traffic signals, streetlights and signs, dirt streets, and alleyways. This classification is distinguished from the next lower classification of Maintenance Worker II by the difficulty and complexity of assignments and the performance of lead responsibilities.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Public Works Superintendent. Exercises technical and functional supervision over assigned maintenance staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Leads, oversees, reviews, and performs the work of staff responsible for maintenance, repair, construction and installation work in streets, storm drains, road shoulders, traffic signals, streetlights and signs, dirt streets and alleyways; develops and implements crew assignments; assists maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
- Assists the Public Works Superintendent with evaluating service and equipment needs and in developing work methods and procedures; assists in prioritizing requests for service and scheduling work; assists in the development of plans to meet future service needs.
- Supervises, inspects and participates in weed abatement, trash and debris pick-up, graffiti removal, crack sealing and slurry sealing; assists with the coordination of contracted street maintenance work; inspects and supervises work performed by contractors to ensure compliance with City regulations and standards.
- Operates a variety of equipment, including jack hammers, pavement breakers and other hand and power tools; rolls and irons asphalt; identifies and responds to street maintenance problems; operates trucks, backhoes and other construction vehicles and equipment; oversees the installation and maintenance of City signs, road markings, striping and delineators; paints street lines, crosswalks and curbs; sets up traffic control.

## STREET LEAD WORKER

Page 2

- Supervises the operation and upkeep of construction and maintenance equipment and/or machinery, including trucks, power tools and equipment; assists in the training of lower level personnel in the areas of work; ensures adherence to safe work methods, procedures and practices; identifies training opportunities and needs; makes recommendations to higher level staff; participates in the evaluation of assigned maintenance personnel.
- Investigates service requests and complaints made by the public; works with appropriate City staff to resolve issues; explains priorities, programs and policies to the public when required; responds to emergency calls from the public and other agencies and takes appropriate action.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work projects; estimates time, materials and equipment necessary for the successful completion of the project; acquires necessary resources as is appropriate; prepares and maintains records of labor, equipment and material used; writes reports and correspondence on work performed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants, and may be exposed to mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, enter confined spaces, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Street Lead Worker**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in street construction, maintenance, or related work, traffic control certification and a high school diploma or equivalent. Supplemental college courses in construction, management or supervision are highly desirable.

**License/Certificate:**

Possession of, or ability to obtain a valid class C California driver's license; ability to obtain a valid class B driver's license within the first year of employment. May be required to obtain a California Pesticide Applicator license for right-of-way maintenance.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern practices, techniques and materials used in maintenance, construction, mechanics and repair of streets, concrete curbs and gutters, and sidewalks and storm drains; methods, materials and equipment used in the following activities: dirt streets and shoulders, streetlights and signals, weed abatement, slurry and crack sealing, graffiti removal, street signs and signals, and street sweeping; operational characteristics of specialized construction and maintenance tools and equipment; methods and techniques of supervision, training and motivation; principles and practices of project design and cost estimating; basic principles of contract supervision; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Oversee and perform maintenance, repair and installation of asphalt, signals, signs, concrete and storm drains; operate a variety of tools and equipment used in maintenance and construction; estimate time and materials for completion of projects; read and interpret blueprints, diagrams and sketches; prepare drawings and sketches; perform heavy manual labor; drive and operate trucks and construction equipment; plan, organize and direct the work of subordinate staff; respond to after hours call-outs as assigned; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Safely and effectively operate a variety of maintenance and construction equipment, tools and materials; operate an office computer and applicable software.