

CITY OF LAKE ELSINORE

SENIOR LEAD WORKER – STREETS

*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; assist 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 Senior Lead Worker is the advanced journey level class responsible for a wide variety of maintenance and construction tasks. Incumbents perform skilled work in the maintenance of city properties. This classification is distinguished from the next lower classification of Lead Worker by the difficulty and complexity of assignments and the performance of lead responsibilities.

SUPERVISION RECEIVED/EXERCISED:

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

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

- Plan and direct staff.
- Evaluate operations activities.
- Review equipment needs.
- Develop policies and procedures.
- Research, prepare and present annual budget.
- Monitor, justify and authorize expenses.
- Conduct research, analyze data and prepare recommendations regarding programs, projects and activities.
- Provide technical assistance to other City departments and staff.

- Participate in development of annual budget.
- Assign, evaluate, and discipline subordinate staff.
- Review work and prepare employee performance evaluations.
- Administer contracts for services.
- Review plans and specifications.
- Direct, inspect, and participate in field.
- Respond to emergencies.
- Meet with citizen committees and groups.
- Investigate citizen complaints and take appropriate action.
- Direct and oversee work crew; work with other departments.
- Investigate service requests.
- Meet with contractors to coordinate City's street paving repairs, City street striping, and City sidewalk repairs.
- Establish positive working relationships with the public and co-workers, representatives of community organizations, state/local agencies, City management and staff.

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 or airborne particles, and may be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, 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 Streets Senior Lead Worker; a typical way to obtain the required qualifications is to possess the equivalent of five years' experience in general street maintenance, or related work, and a high school diploma or equivalent. Supplemental college courses in maintenance management or supervision are desirable.

License/Certificate:

Possession of, or ability to obtain a valid class C California driver's license; ability to obtain a valid class A or B driver's license within the first year of employment; ability to obtain certification from the University of California Extension in "safety through maintenance and construction zones".

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

Knowledge of:

Supervising and inspecting weed abatement, trash and debris pick-up, graffiti removal, crack and slurry sealing; assisting with the coordination of contracted street maintenance work; inspecting and supervising work performed by contractors to ensure compliance with City regulations and standards; operating trucks, backhoes and equipment such as jack hammers, pavement breakers and other hand and power tools; how to roll and iron asphalt; identify and respond to street maintenance problems; overseeing the installation and maintenance of City signs, road markings, striping and delineators; painting street lines, crosswalks and curbs; setting up traffic control.

Ability to:

Supervise the operation and upkeep the construction and maintenance equipment and/or machinery, including trucks, power tools and equipment; assist in the training of lower level personnel in the areas of work; ensure adherence to safe work methods, procedures and practices; identify training opportunities and needs; make recommendations to management; participate in the evaluation of assigned personnel; investigate service requests and complaints made by the public; work with appropriate City staff to resolve issues; explain priorities, programs and policies to the public when required; respond to emergency calls from the public and other agencies and take appropriate action; demonstrate a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluate assigned work projects; estimate time, materials and equipment necessary for the successful completion of projects; acquire necessary resources as is appropriate; prepare and maintain records of labor equipment and material used; write reports and correspondence on work performed.

Skill to:

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