

# **CITY OF REDWOOD CITY LEAD PUBLIC WORKS MAINTENANCE WORKER**

## **DEFINITION**

To serve as a lead worker regularly leading a small crew of Maintenance Workers; operate a variety of heavy equipment in construction and maintenance; assist the Supervisor in scheduling and reviewing work; perform a variety of skilled tasks in the construction, maintenance, and repair of streets, sidewalks, sewers, and storm drains; perform a variety of skilled tasks in the installation, maintenance, and repair of water system mains, pipes, and facilities; or to lead a traffic sign and paint crew.

## **DISTINGUISHING CHARACTERISTICS**

This is the lead level in the Public Works Maintenance Worker class series. Lead positions assist the supervisor in scheduling, assigning and reviewing work and regularly lead a field crew of at least two persons. Lead level positions are able to perform skilled tasks in any of the assigned areas: street and sewer, water service, or traffic sign and paint.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Public Works Supervisor.

Exercises functional and technical supervision of subordinates as assigned.

**EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

Lead a field crew in street and sewer, water service, or traffic sign and paint work.

Review job requirements, provide for equipment and supplies, assign job tasks and oversee work on an assigned field job.

Provide technical guidance to less experienced workers.

## **ADDITIONAL EXAMPLES OF DUTIES**

### **Street and Sewer**

Perform street maintenance duties; operate construction and maintenance equipment such as trucks, tractors and skip loaders for a variety of construction and maintenance operations involving streets, sidewalks and gutters, sewer lines and drainage channels.

Spread asphalt in patching and repairing streets.

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Use concrete cutting and breaking equipment; operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work.

Inspect ditches, drainage areas and roadside shoulders for noxious weeds; remove weeds; identify weeds and apply appropriate herbicides.

Set up traffic safety devices and barricades as necessary.

Maintain storm drains, catch basins and storm drain pipes.

Perform emergency street, sewer, storm drain or other public service maintenance work as required.

Perform sewer maintenance duties; operate maintenance equipment and tools such as power tools, sewer rodder, hydraulic jet cleaner, vac-all, front loader compressor, power wench, boom truck, main and auxiliary pumps, and related equipment and tools.

Perform routine preventive maintenance on equipment as assigned.

Install and repair underground pipes; remove blockages from sewer and storm drain lines.

Utilize proper safety precautions related to all work performed.

Read and interpret maps of underground sewer and drainage systems.

Perform related duties as assigned.

**Water Service**

Independently, or as a member of a crew, perform semi-skilled work in the installation, repair and maintenance of the City water system.

Operate backhoe in digging trenches for pipe; operate trencher in digging narrow trenches; operate loader in loading truck; operate crane in lowering pipe into trench; operate dump truck; set up tapping machines and tap into main lines.

Set up and operate auger machine to make opening under highway and sidewalks.

Measure and cut pipe.

Install mains, copper tubing, hydrants, valves, meters and meter boxes.

When in charge of leak truck, locate main and other lines with T-scope; locate leak by sinking gas holes; excavate and repair leak.

When assigned to valve truck, operate and repair valves as needed.

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Read grade stakes for water service, meter height and fire hydrants.

Set and read grade for trenching machine.

Perform related duties as assigned.

**Traffic Sign and Paint**

Paint or stencil such traffic directional markings as crosswalks, safety loading zones, bus stops, parking and center lines, and railroad and school crossings.

Paint and stripe barricades and guard rails, brush and spray painting.

Operate striping machine as needed.

Cut and prepare stencils.

Maintain, clean and repair painting equipment and stencils.

Set up proper pattern of cones and signs to control traffic for safety purposes.

Make inspections to find street signs that need repairing or replacing.

Lay out, fabricate and install regulatory, guide, warning and construction signs; straighten and reset street signs and parking meter poles.

Submit report of work done.

Paint light poles.

Install and repair stop signs, parking signs, speed signs, street signs, railroad signs and police watch signs; fabricate signs.

Perform related duties as assigned.

**Work Furlough Leader**

Coordinate and work with unskilled labor from San Mateo County Work Furlough Program.

Participate in Weed Abatement Program field activities in public rights-of-way.

Assist in debris clean-up and pick-up City-wide.

Provide logistical support to various social service centers as required.

Support beautification efforts of various public facilities as needed.

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Assist culvert and ditch clean-up program activities prior to winter season on a routine basis.

Write staff reports documenting accomplishments of work furlough program on a routine basis.

**QUALIFICATIONS**

**Knowledge of:**

Techniques for scheduling, assigning and reviewing work.

Estimating job requirements.

Record keeping and preparation of work activity reports.

Operating characteristics of heavy construction equipment including backhoes, bulldozers, loaders, cranes and graders.

Methods, techniques and tools and the operational characteristics of mechanical equipment used in the construction and maintenance of streets, sewers, sidewalks, storm drains, water service facilities and traffic signs/markings.

Procedures and techniques of concrete and asphalt work.

Hazards associated with the work and proper safety precautions.

Traffic laws, ordinances and rules involved in truck and heavy equipment operations.

Purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic and hydraulic equipment.

Standards relating to installation, location and required maintenance of traffic signs and pavement markings.

Properties of backfill materials, construction materials, concrete, asphalt, hot patch, cold patch, oils, paints and a variety of other materials used in maintenance work.

Application of pesticides and herbicides.

Equipment, methods, and materials used in the installation, repair, maintenance and cleaning of water mains, lines and related facilities.

Pipefitting and cement work.

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**Ability to:**

Direct the work of crew of Public Works Maintenance Workers.

Estimate job requirements.

Keep records and prepare reports.

Skillfully operate and service a variety of types of heavy equipment.

Perform skilled maintenance, construction and repair work in the area of work assigned.

Operate a variety of vehicles and equipment in a safe and effective manner.

Work effectively in the absence of close supervision.

Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.

Read and interpret basic maps and blueprints.

Assist in the training and supervision of others and in a safe operation of equipment.

Do asphalt and concrete work; do pipe and masonry work; work with paints and prepare surfaces for painting.

Work safely and adhere to principles of safety when working near traffic or in other environments.

Establish cooperative working relationships with others.

**Physical Characteristics:**

Must be able to lift heavy objects, work in varying climatic conditions, do heavy manual labor, and be in sufficiently good health to perform job tasks.

**Experience and Education:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

One to two years similar to that of a Public Works Maintenance Worker II in the City of Redwood City.

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**Education:**

Equivalent to completion of the twelfth grade.

**License or Certificate:**

Possession of a valid California Class A Commercial Driver's License is required.

If assigned to the Wastewater Management Services division, possession of a valid California Water Environment Association (CWEA) Collection System Maintenance Grade II certificate is required.

**Effective Date:** May, 2004

**Bargaining Group:** Service Employees' International Union - Local 715

**Amended:** October, 2011