

April 7, 2004 Draft Pending CSB Approval

**PUBLIC WORKS MAINTENANCE TEAM LEADER FOREPERSON**

**DEFINITION**

Under direction works with, coordinates and directs the work of a crew and contractors in connection with the construction, maintenance, installation, operation and repair of City property, facilities and equipment; performs other related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is an advanced journey level classification in the Maintenance Worker series. Work in the class is distinguished from that of lower level classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties including assigning work and providing lead direction to maintenance work crews. Employees at this level are required to be fully trained in all procedures related to assigned area/s of responsibility.

**EXAMPLES OF DUTIES**

1. Works with, schedules, coordinates and directs the work of a crew in the maintenance and repair of City property such as streets and grounds, sewer and storm drainage systems; traffic markings and signs, sidewalks, curbs and gutters and buildings, structures and facilities.
2. Consults with, coordinates and monitors the work of contractors including examination and evaluation of construction and maintenance work for conformance with established standards; observes work in various stages of progress to ensure compliance.
3. Areas of assigned responsibility may include:
  - various grounds and landscaping activities including watering and fertilizing trees, trimming, pruning, spraying and cultivating trees, shrubs and flowers.
  - painting and maintenance of crosswalks, street lettering, graphics, parking crosses, off-street parking lot lines, curbs etc. and installation and maintenance of information and regulating signs.
  - inspection, mark out, replace and repair of sidewalks, roadway surfaces, curbs, gutters, storm drains, manholes, catch basins, parking meter posts and recreational apparatus including all breaking out, forming and pouring of concrete; may include work on concrete, stucco, plaster, brick and tile on public facilities.
  - carpentry including constructing building frames, stairways, shelves, cabinets, erecting minor frame buildings and structures, walls and roofing, window frames, doorframes and doors.
  - installation, maintenance and repair of storm and waste water systems and other City facilities including piping and plumbing fixtures; includes trench digging work.
4. Receives and investigates complaints and reports of repairs needed; determines corrective action and assigns appropriate personnel and equipment.
5. Reads and interprets blueprints, maps and drawings.
6. Supervises the use and maintenance of appropriate equipment.
7. Maintains supplies, work records, and logs.
8. Maintains various time, work and equipment records.
9. Drives and operates specialized vehicular equipment.
10. Oversees the work of and provides lead direction and training to assigned staff.

**EMPLOYMENT STANDARDS**

**Education/Experience**

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Education:** Graduation from high school.

**Experience:** Three years of progressively responsible experience as designated, in public works maintenance or in the maintenance/construction trades.

Knowledge

Knowledge of modern practices, procedures, equipment and tools used in assigned skilled construction, maintenance and repair of public works facilities and property; safe work practices and procedures.

Ability

Ability to effectively plan, organize and direct the activities of a crew; schedule, oversee, monitor and participate in assigned maintenance work; coordinate and monitor the work of contractors; analyze existing facilities and determine corrective action; estimate materials and work hours required to perform a job; operate specialized vehicular equipment and other related tools and equipment; read and interpret blueprints, maps, drawings and diagrams; use spray equipment and restricted chemicals as required; interpret and apply applicable codes and laws; maintain accurate records; communicate effectively; establish and maintain effective working relationships with employees and the general public; and oversee the work of and provide training to assigned staff.

Special Requirements

Willingness and/or ability to respond to after-hours emergency calls and to work nights, holidays and weekends as required.

Other Requirements

Possession of a valid Class B State of California Driver's License (or possession of a valid Class C license at the time of employment and the ability to obtain Class B within six months of employment) and a satisfactory driving record as conditions of initial and continued employment. Employees in classifications requiring a Class B license are subject to provisions of the Department of Transportation's drug and alcohol testing program.

Selected positions require possession of California Water Environment Association (CWEA) Collection System Maintenance, Grade II certification or the ability to obtain within one year of assignment.

Selected positions require possession of a backflow tester certificate or ability to obtain within six months of assignment.