



TITLE: LEAD PUBLIC WORKS ~~ASSISTANT~~ MAINTENANCE WORKERSUPERVISOR

FLSA: Non-Exempt

BOARD APPROVED: ~~OCTOBER 21, 2008~~

BARGAINING UNIT: Misc.

DEFINITION

Under general supervision, provides lead direction to assigned maintenance personnel; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex work in the construction, modification, maintenance, repair, and operation of County infrastructure, including roads, bridges, culverts, signs, traffic safety, and control devices, and other structures.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Maintenance Supervisor and/or ~~Deputy Director Public Works — Operations~~ the Operations Superintendent. Exercises technical and functional direction and training over assigned staff. May perform duties of the Public Works Maintenance Supervisor in the event of an absence.

CLASS CHARACTERISTICS

This is the lead-level in the Public Works Maintenance Worker series that performs the most complex duties required to ensure that County infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from the Public Works Maintenance Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in maintenance operations.

EXAMPLES OF ESSENTIAL FUNCTIONS (ILLUSTRATIVE ONLY)

- Provides technical and functional direction to assigned maintenance staff; reviews and controls quality of work; ensures compliance with County policies and procedures.
- Assists in planning, scheduling, prioritizing, and assigning maintenance and repair work in consultation with the Public Works Maintenance Supervisor; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established priorities and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions; oversees the safety of crew members and the general public in and around project work areas; monitors work methods and applies proper work practices.

- Monitors projects and prepares daily work records, progress reports, and other reports and correspondences; reviews construction plans and ensures projects are in compliance with established schedules, specifications, and appropriate standards of quality.
- Estimates labor, equipment, and materials required for projects; prepares and submits requisitions for personnel, equipment, materials, and other resources.
- Performs construction, installation, maintenance, and repair work on County roads, bridges, culverts, signs, pavement markings, traffic safety, and control devices and other related public works duties as assigned.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of County infrastructure; ensures security of the vehicles.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Inspects, evaluates, records, and reports conditions of roads, bridges, culverts, signs, traffic safety, and control devices and other public works structures; makes corrections as necessary.
- Assists in coordinating and scheduling detours.
- Estimates, places, and finishes rough and detail concrete work; sets grade from stakes and directs proper excavation; performs survey fieldwork.
- Assists in overseeing the general maintenance and safety inspections of County equipment and tools; maintains clean, organized, and secure shop and storage areas.
- Ensures the performance of safety inspections, and the security of light and heavy equipment.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Responds to emergency situations as necessary.
- Attends daily crew meetings; attends meetings, conferences, workshops, and training sessions to remain current on practices and new developments in assigned work areas.
- Performs related work, as required.

QUALIFICATIONS

Knowledge of:

- Maintenance principles, practices, tools, and materials for maintaining roads, bridges, culverts, signs, traffic safety and control devices, and other public works structures, as assigned;
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment;
- Basic traffic control procedures and traffic sign regulations;
- Safe work methods and safety practices pertaining to the work;
- Basic record keeping principles and procedures;
- Arithmetic as related to customary work duties;
- Basic principles of supervision and training;
- Basic computer applications related to work;
- Applicable Federal, State, County, Department, and Division laws, regulations, codes, policies, and procedures;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

Ability to:

- Assists with the planning, scheduling, assigning, and overseeing activities of public works maintenance and repair personnel for assigned crew;
- Inspect the work of others and maintain established quality control standards;
- Train others in proper and safe work procedures;
- Identify and implement effective course of action to complete assigned work;
- Oversee and participate in public works maintenance and related projects;
- Perform construction, modification, maintenance, and repair work on roads, facilities, and equipment, such as that found in the County;
- Operate specialized street maintenance and repair equipment;
- Set up and operate traffic area construction zones, including cones, barricades, and flagging;
- Troubleshoot maintenance problems and determine materials and supplies required for repair;
- Make accurate arithmetic calculations;
- Read and interpret construction drawings and specifications;
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work;
- Perform routine equipment maintenance;
- Maintain accurate logs, records, and basic written records of work performed;
- Follow department policies and procedures related to assigned duties;
- Understand and follow oral and written instructions;
- Use English effectively to communicate in person, over the telephone, and in writing;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines;
- Establish and maintain effective working relationships with those contacted on the job;
- React calmly and professionally in emergency and/or stressful situations;

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade
- Five (5) years of experience in construction, maintenance, or repair of roads, and bridges, including two (2) years at the level of Public Works Maintenance Worker ~~III~~ or ~~IIIV~~ with the County of Tehama or similar position which provided experience working independently to perform complex duties and/or providing lead direction to lesser experienced crew members.
- Other combinations of education and experience may be considered.

License and Special Requirements:

- Requires a valid California Class A driver's license with Air Brake, Tanker, and Double/Triple Endorsements certification.
- May be required to obtain a Hazmat endorsement.
- Must comply with U.S. Department of Transportation regulations as a "Safety Sensitive" classification, including pre-employment, random, reasonable suspicion and post-accident drug and alcohol testing as a condition of employment.
- ~~May be required to obtain Water Tanker endorsement.~~

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects, more than 75 pounds occasionally and frequently 50 pounds or more, as necessary to perform job functions.

WORKING CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, low visibility, unusual heights, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. While performing duties, employees may be exposed to livestock, wildlife, and/or carcasses. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends, and holidays and participate in after-hours emergency response and on-call and callback assignments.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

(10/21/08)