



Streets Maintenance Crew Leader

DEFINITION

Under direction, lead, oversee, and participate in the more complex and difficult work of staff responsible for providing street and alley maintenance, repair, and construction services including street sweeping, asphalt patching, crack filling, snow removal, bridge repair, street and alley maintenance, street lighting and traffic operations, and sign maintenance; and perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED

Reports to the Streets Supervisor.

SUPERVISION EXERCISED

Exercises technical and functional lead supervision over an assigned crew.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Lead, plan, and review the work of staff responsible for providing street and alley maintenance, repair, and construction services including street sweeping, asphalt patching, crack filling, snow removal, bridge repair, street and alley maintenance, street lighting and traffic operations, and sign maintenance.

Estimate time, material, and equipment required for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion.

Supervise the use and operation of a variety of vehicles, tools, and equipment used in the maintenance, repair, and construction of City streets including manual tools and light, medium, and heavy power driven equipment.

Train assigned employees in the areas of work methods, techniques, and the use and operation of equipment.

Verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable work methods; ensure adherence to safe work practices and procedures.

Ensure the adherence to applicable standards and specifications; maintain cleanliness of work area and tools.

Perform the full range of duties in the assigned area of work.

Operate medium and heavy equipment including pickups, single and tandem axle trucks with plow and sander, motor grader, front end loader, dozer, loading scraper, backhoe, sweeper, pothole truck, striper, roller, aerial boom truck, bobcat, compactor, air compressor, and jack hammer.

Perform semi-skilled and skilled manual work in the maintenance, repair, and construction of City streets; grade, scrape, and level surfaces in preparation for road paving; assist in the repair of curbs, gutters, and manholes, and the paving of streets and alleys using pneumatic tools, asphalt rakes, and other hand tools.

Remove and replace road surface material and debris; load, transport, and unload stones, gravel, dirt, supplies, and equipment as required.

Break up concrete or asphalt, build and set forms, and mix and pour cement for curbs, gutters, drains, culverts, sidewalks, and sidewalk ramps.

Perform street sweeping; perform minor maintenance and checks on sweepers; keep inventory on replaceable parts, brooms, rubbers, and skids; order parts.

Paint traffic lines and other traffic markings; operate paint striper to paint lines in accordance with MUTCD.

Perform street sign repair and replacement; patrol an assigned area of town and pick out damaged or old signs; order new signs and replace old signs according to MUTCD.

Perform shop maintenance or housekeeping; perform minor repairs to shop; paint walls; change lights; sweep and mop floors.

Perform guard rail installation in streets and gravel roads.

Fill, patch, and resurface holes, cracks, and service laterals.

Place traffic control and warning signs; serve as a flagman.

Perform pre-trip and post-trip preventative maintenance procedures and minor maintenance and adjustments on equipment used.

Participate and assist in snow removal.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a street maintenance, repair, and construction program.

Basic practices and procedures used in vehicle maintenance.

Principles of lead supervision and training.

Methods and techniques of street maintenance, repair, and construction.

Operational characteristics of street maintenance, repair, and construction equipment and tools.

Occupational hazards and standard safety practices necessary in street maintenance work.

Principles and procedures of recordkeeping and reporting.

Safe driving principles and practices.

Skill to:

Operate a variety of vehicles, tools, and equipment used in streets maintenance including pickups, single and tandem axle trucks with plow and sander, motor grader, front end loader, dozer, loading scraper, backhoe, sweeper, pothole truck, striper, roller, aerial boom truck, bobcat, compactor, air compressor, and jack hammer.

Perform heavy manual labor for extended periods of time.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Plan, organize, and review the work of street maintenance staff.

Provide lead supervision and training to assigned staff.

Independently perform the most difficult street maintenance, repair, and construction work.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Interpret and apply the policies, procedures, laws, and regulations pertaining to street maintenance programs and functions.

Perform cement and masonry work.

Perform minor repairs and adjustments to equipment and tools.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Experience:

Seven years of increasingly responsible journey level experience in street maintenance, repair, and construction and equipment operation work.

Training:

Equivalent to a high school diploma supplemented by specialized training in construction technology.

License or Certificate:

Possession of a commercial driver's license with tanker endorsement.

Possession of Traffic Control Flagger Certificate.

Possession of First Aid and CPR Certificates.

Possession of a Forklift Certificate.

Possession of an American Concrete Institute Certificate is desirable.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, push, pull, and lift up to 100 lbs.; exposure to heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for on-call, standby, and emergency call.

Effective date: October 2003

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