



STREET, SEWER AND DOWNTOWN LEADWORKER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are 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 general supervision, leads and participates in the operation of heavy equipment; performs the full array of duties assigned to classes in the street and sewer maintenance, including skilled and semi-skilled work in streets, sidewalks, curb and gutter, storm drains, catch basins, and sewer collection system construction and repair; leads construction and maintenance crews when assigned; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The **Street, Sewer and Downtown Leadworker** is an advanced journey/lead class in the Public Works Department. Incumbents perform a variety of maintenance tasks and perform lead supervisory duties, including assisting in the planning, assigning, and evaluation of the work of subordinates, giving recommendations on discipline, and providing training as required. Incumbents may rotate assignments between program areas. This classification differs from the next higher classification of Street Supervisor and the Sewer/Storm Supervisor in that the latter has full supervisory responsibility an assigned construction and maintenance operation.

SUPERVISION RECEIVED/EXERCISED

Receives general supervision from the Street and Sewer Supervisors. Exercises functional, technical, and lead supervision over assigned staff.

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

- Leads, reviews and performs the work of staff engaged in the construction, maintenance, or repair of streets, sewers, and storm drains, curbs, gutters and sidewalks; develops and implements crew assignments; inspects and reviews work methods, performance and quality of work performed, conducts safety and training meetings; provides input and recommendations on employee evaluations; assumes responsibility for the more difficult and complex tasks.
- Recommends and reports service levels to the assigned Supervisor; performs field observations to ensure compliance with department policies, practices, and City ordinances; prepares reports for the Supervisor related to division activities.
- Leads and/or supervises construction and maintenance crews in the full variety of associated projects, assignments and duties; coordinates crew activities with those of other maintenance crews, and other City departments; operates, or directs others in the operation of light to heavy power-driven equipment.
- Assists other Public Works divisions when required.
- Oversees and operates trucks, loaders, backhoes, and other light and heavy duty maintenance and construction equipment on construction sites; operates a variety of hand and power tools; inspects tools

and equipment for safety and mechanical defects; assists with City sponsored functions; works with a variety of outside contractors; responds to after hours call-outs as assigned.

- Contacts dig alert before excavation and determines estimates of manpower and supplies needed for completion of work orders.
- Prepares and submits computerized and manual records and reports concerning work performed and materials used; provides assistance in the planning of work projects, including the purchase of supplies, materials, and equipment needed to complete projects.
- Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties; may provide training to training personnel; responds to questions and concerns from the general public; provides customer services and information, as is appropriate, and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

When assigned to Streets:

- Performs concrete, sidewalk, curb, gutter, and ramp installation and repair; performs temporary and permanent pothole repairs, crack sealing and patching, and all street repairs;
- Lays asphalt; operates concrete saw to prepare cuts for repairs or encroachments;
- Performs concrete work in the installation of new walkways gutters, catch basins and channels;
- Performs trash and litter pickup on City parking lots and streets as required.

When assigned to Sewer/Storm:

- Investigates stoppage in sewer lines and storm drains;
- Performs installation or repair of sewer main lines and laterals;
- Unplugs sewer lines as needed; removes and cleans sewer pumps;
- Sends pumps for repair or replaces as needed;
- Operates tools and equipment necessary for removing asphalt and concrete in the performance or sewer installation or repair.

When Assigned to Downtown Business District:

- Operates Street Sweeper along with other small equipment such as a mini-sweeper, scrapper, etc.;
- Operates a variety of tools such as a gas blower, cut-off saw, weed eater, Punjar, clay spade, roto hammer, steam powerwasher, and other powered and hand tools;
- Takes initiative to correct defects and keep areas tidy and clean with minimal direction;
- Proactively maintain and promotes positive working relationship with downtown districts. Resolves customer complaints in a friendly and efficient manner that results in “Quality Community Service” and performs job tasks with minimal impact to the businesses.

- Establishes and maintains good working relationship with the merchants and citizens that will enhance the City’s reputation and foster trust.

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 90 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 chemicals, which may expose the employee to fumes, dust, and air contaminants, and be exposed to mechanical and electrical hazards. Must be certified by a physician as fit to wear a respirator (must be prepared to shave on demand). The nature of the work also requires the incumbent to climb ladders, work at heights over 10 feet, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent is required to respond to weekends, after hours emergency call-outs and perform routine standby duties (incumbent in the Downtown Lead Worker position is required to work a morning swing shift and will not be eligible to participate in the standby duty program for on-call duties on week nights and weekends unless otherwise approved by the Department Director).

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 Street, Sewer and Downtown Leadworker. A typical way of obtaining the required qualifications is to possess the equivalent of three years of responsible experience in street and sewer maintenance work with a minimum of one year at the advanced journey level similar to that of a Street Maintenance Worker in the City of Burlingame with a CWEA Collection Systems Operator Grade I or higher certificate, and a high school diploma or equivalent.

License/Certificate: Possession of a valid Class C driver's license. Possession of, or ability to obtain, a valid class B California driver’s license with tank and airbrake endorsements. Possession of a Grade I Wastewater Collection System Operator Certificate issued by the California Water Environment Association is required. A CWEA Grade II is required within one year of appointment. Possession of a CPR/1st aid certification and a certification as a Competent Person is required.

If the incumbent is assigned to the Downtown Lead position, a BASMAA Pollution Prevention Training Program for Surface Cleaners “Certificate of Training” is required within 24 months of appointment.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of: Modern practices, techniques, and materials used in maintenance, construction, mechanics, and repair of streets, sidewalks, and storm drains; construction project management; operational characteristics of standard construction and maintenance materials, tools, and equipment; traffic control methods and regulations; practices, procedures and materials used in weed abatement; safety requirements for operation of trucks and other equipment; methods and techniques of supervision; applicable federal, state, and local laws, codes, and regulations; NPDES; proper placement of cones, barricades and proper methods of traffic control and delineation; methods and techniques of scheduling work assignments; basic principles of mathematics and record keeping; occupational hazards and standard safety practices.

Ability to: Lead and perform construction and maintenance crews in the full variety of associated projects, assignments, and duties; perform maintenance, repair, and installation of asphalt, signs, concrete, sewer

collection and pumping systems and storm drainage systems; operate a variety of tools and equipment used in maintenance and construction; operate hand and power tools competently and safely; understand and follow verbal and written instructions; lead, supervise, train, motivate, and evaluate assigned staff; deal tactfully with the public; respond to after hours call-outs as assigned; interpret, explain, and apply applicable laws, codes, and regulations; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing in proper English; establish and maintain effective working relationships.

Skill to: Safely and effectively operate a variety of maintenance equipment, tools, and materials. Operate an office computer; input work order data in the database correctly; manipulate SCADA system to respond to and acknowledge alarms.

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