



TRAFFIC SIGN AND PAINT 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 the traffic sign and paint program; performs the full array of duties assigned, including skilled and semi-skilled work in the painting of streets, curbs, and the related installation of traffic and street signs; leads assigned crews the area of responsibility; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; assists in the training of assigned personnel; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The **Traffic Sign and Paint Lead Worker** is an advanced journey/lead class in the Street and Sewer Division. Incumbents perform a variety of tasks in the maintenance of City traffic and street markings, signage and traffic control obstructions 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. This classification differs from the next higher classification of Street Supervisor in that the latter has full supervisory responsibility for street maintenance crews in the department.

SUPERVISION RECEIVED/EXERCISED

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

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

- Leads, reviews, assigns, and performs the work of staff engaged in the painting of streets and curbs and the fabrication and installation of traffic and street signs; develops and implements crew assignments; inspects and reviews work methods, performance, and quality of work performed; conducts safety and training meetings; answers questions; evaluates and provides input and recommendations on employee evaluations; assumes responsibility for the more difficult and complex tasks.
- Recommends and reports service levels to the Street Supervisor; performs field observations to ensure compliance with department policies, practices, and City ordinances; prepares reports for the Supervisor related to division activities.
- Assigns, directs and participates in work required for traffic control painting, including operating center line paint machine and other spraying apparatus; paints or stencils such traffic directional signs or symbols as crosswalks, safe loading zones, bus stops and railroads and school crossings.
- Drives truck or other vehicles related to work; cuts and prepares stencils; fabricates and creates a variety of traffic control and street signs.
- Installs, repairs and fabricates traffic control signs; installs new parking meter supports; sets signs, posts and barricades and operates sandblasting machine in removing old paint.
- According to established procedure, purchases materials, equipment, and supplies necessary to complete the painting and signage tasks; maintains an adequate supplies and materials inventory; maintains accurate records; maintains records on Hazardous Material Storage.
- Assists in the planning of traffic control systems and recommends new devices.

- Performs installation and maintenance of the illuminated RPM's for city crosswalks and contact vendors to order supplies needed for repairs.
- Assist Police Department with new installations, removal, and repairs of traffic meter poles and ballads in a timely matter.
- Schedules and performs parking lot maintenance such as: striping and numbering of stalls, install and repair tire stops, signs, poles, etc.
- Responds to questions, concerns, and emergency calls from the general public; makes recommendations and/or takes appropriate action to resolve issues and problems; responds to inquiries about department policies, rules, regulations and City ordinances; establishes and maintains a customer service orientation within the work unit.
- Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties; evaluates assigned work activities; estimates time, materials, and equipment necessary for the successful completion of assignments; acquires necessary resources as is appropriate.
- Performs the duties of a Street, Sewer & Downtown Lead Worker as required; assists other Public Works divisions such as: Facilities with sign making and installation, Electrician with removal and installation of light poles, etc.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

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, crawling, 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 and acute hearing is required when providing phone and face-to-face service. The need to lift, carry and push tools, equipment and supplies weighing up to 90 pounds 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 that may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, wear a respirator, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions, and often work with constant interruptions. The incumbent is required to respond to after hours, weekends, emergency call-outs and perform routine standby duties.

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 **Traffic Sign and Paint Lead Worker**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of responsible Public Works maintenance experience similar to that of a Street, Sewer & Downtown Maintenance Worker in the City of Burlingame, including street painting and sign work, 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 II Wastewater Collection System Operator Certificate issued by the California Water Environment Association is required within 2 years of appointment. Possession of a certificate of training in Traffic Zone Safety within one year of appointment is required, and a certification as IMSA Sign and Markings Level II within 2 years of

appointment. Possession of a CPR/1st aid certification and a certification as a Competent Person is required.

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

Methods, materials and equipment used in spray brush and traffic painting; general traffic signs and markings as specified in state law; methods and techniques for fabricating signs; techniques for applying paint to a variety of surfaces in varying weather conditions; materials and practices used in sitting parking meter posts, sign posts and similar construction activities; supervision and training practices; applicable federal, state, and local laws, codes and regulations; the uses and purposes of traffic control tools and equipment; the hazards of assigned work and the proper safety precautions to be taken; principles of traffic engineering as related to traffic signage; proper methods of traffic control and delineation; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to

Lead and perform a wide variety of layout, paint, tape and pavement marking activities related to traffic control activities; design and fabricate signs using established guidelines and regulations; clean, oil and maintain spraying apparatus, brushes, stencils and other equipment properly; to layout and cut stencils and make templates; 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; read diagrams and plans; interpret, explain and apply applicable laws, codes and regulations; perform heavy manual labor; lead, supervise, train, motivate, and evaluate assigned staff; respond to after hours call-outs as assigned and perform routine standby duties; 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 equipment and power and hand tools used in painting. Operate an office computer and manipulate sign making software to adequately produce sign lettering, communicate with email and produce reports.

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