



Class Code: 411.1  
WP Code: Sr Street MW  
Established: March 2002  
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EEO Code: SM

## CLASS SPECIFICATION

City of Newark, California

### SENIOR STREET MAINTENANCE WORKER

#### DEFINITION

Under direction from an assigned supervisor; to organize, assign, and lead the work of assigned personnel engaged in the maintenance and repair of streets, storm drains, and public rights-of-way; and to perform the more difficult and complex work related to street maintenance and repair activities.

#### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Street Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing lead supervision to lower level maintenance staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

#### EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Organize, schedule, assign, and lead the work of an assigned street maintenance crew; coordinate with other departments, divisions, and agencies related to the work assigned.

Review the work of an assigned crew engaged in street repair and maintenance activities including patching potholes, repairing/constructing curbs, gutters, culverts, ramps, and related public work facilities.

Exercise technical and functional supervision over assigned street maintenance staff; lead staff and perform the most difficult and complex work in street maintenance and repair activities, including handling difficult problems/determining appropriate course of action; provide input on performance evaluations; perform the full range of street maintenance and repair duties, and provide advice and assistance to lower level street maintenance staff.

Select materials and estimate material and labor costs for assigned jobs; ensure availability of supplies, materials, and equipment in order to accomplish the work; purchase supplies and materials as necessary.

Coordinate and administer activities related to various contracts and projects; prepare specifications for contracted work; monitor contract compliance, inspect quality of work, and recommend progress and final payment as appropriate.

## **Senior Street Maintenance Worker**

Record daily labor, material and equipment costs, and maintain work-related records; provide recommendations for project-related budget planning.

Respond as appropriate to comments and concerns expressed by the public regarding street maintenance issues.

Use a personal computer to enter and retrieve information related to work assignments and record-keeping.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of planning and reviewing the work of others and training, including safety practices and related record-keeping.

Materials, methods, practices and equipment used in street maintenance and repair activities, including asphalt, concrete finishing, and related construction work.

#### **Ability to:**

Act as a lead worker and perform advanced journey level tasks related to maintenance and repair of streets, storm drains, and public rights-of-way.

On a continuous basis, know and understand street maintenance and repair activities and observe safety rules. Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to train and operate equipment; and explain jobs to other employees.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing maintenance, repair, or installation tasks; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry heavy weights; work in conditions of various outdoor exposure, confined space, and subject to noise.

Read and interpret blueprints, sketches, specifications, and written instructions.

Prepare and interpret specifications, administer contracts and inspect quality of work relative to recommendation for payment.

## Senior Street Maintenance Worker

Review difficult and/or complex street maintenance/related issues; prepare related cost estimates and recommend the most effective and efficient course of action.

Communicate clearly and concisely, both orally and in writing.

Keep records and make reports; use a personal computer for electronic mail communication and to enter and retrieve data.

Work unusual/prolonged work schedules during emergencies or seasonally-caused circumstances.

Establish and maintain effective working relationships with those contacted in the course of work.

### Experience and Training

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

#### Experience:

Two years of experience performing street maintenance work similar to that of a Street Maintenance Worker II in the City of Newark.

#### Training:

Equivalent to completion of the twelfth grade, supplemented by specialized training in heavy equipment operation, construction management, or a related field.

### License or Certificate

Possession of, or ability to obtain by the date of employment, a valid California Class A driver's license (with tank endorsement by end of probation). Per DOT regulation, positions that require a Class A driver's license will be required to have a pre-employment drug test and will be subject to random and other alcohol and drug testing.

**Probationary Period:** 6 Months

**FLSA:** Non-Exempt