



Class Code: 550  
WP Code: Street MW Lead  
Established: 5/22/08  
Revised: \_\_\_\_\_  
EEO Code: SM

## CLASS SPECIFICATION

City of Newark, California

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### STREET MAINTENANCE WORKER LEAD

#### DEFINITION

To perform a variety of routine unskilled and semi-skilled tasks in the maintenance and repair of streets, storm drains, and public rights-of-way.

#### DISTINGUISHING CHARACTERISTICS

Under technical and functional supervision from a Maintenance Supervisor. This is the journey level/lead worker class in the Street Maintenance Worker series and is distinguished from the II level by the ability to schedule and lead crews in assignments. Positions in this class are normally filled by advancement from the II level.

This class is distinguished from the Senior Street Maintenance Worker in that the latter performs advanced journey level duties, provides lead supervision to lower level maintenance personnel and prepares and manages street maintenance contract work.

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

Build forms and prepare surfaces for paving, patching, or repair/reconstruction of streets, curbs, gutters, culverts, ramps, and related public works facilities.

Clean and remove debris from streets, gutters, storm drains, catch basins, drainage ditches, sidewalks and street construction sites.

Install and maintain traffic and street signs; paint traffic markings on streets, crosswalks, and curbs.

Operate power street sweeper and maintain and replace sweeper booms and liquids.

Grade drainage ditches, access roads and similar areas.

Perform routine preventive maintenance on tools and equipment used in streets maintenance work and stock vehicles with adequate supply of tools and equipment needed to perform the work.

Work with contractors on repair assignments.

Maintain records of work performed and materials used.

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May use a 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.

Schedule tasks for street maintenance crew on a yearly, monthly, weekly and daily basis.

Train street maintenance staff on proper use of required equipment.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Methods, techniques, and tools used in the routine maintenance and repair of streets, storm drains, catch basins, sidewalks, and related public works facilities.

Methods and techniques related to street signing, marking, and painting work.

#### **Ability to:**

Independently perform routine semi-skilled work in the maintenance and repair of streets, storm drains, catch basins, sidewalks, and related public works facilities.

Operate light and heavy equipment, including jack hammer, backhoe, dump truck, grader, roller, and power street sweeper.

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

Use a personal computer for electronic mail communication and to enter and retrieve data related to work orders, supplies, and hours worked.

Communicate clearly and concisely, both orally and in writing.

Schedule work crews and provide lead direction.

Train staff on proper use of required equipment.

Meet deadlines, time schedules, and work harmoniously with staff and supervisors.

## Street Maintenance Worker Lead

### Experience and Training

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

#### Experience:

Two years of increasingly responsible experience performing street repair and maintenance work similar to that of a Street Maintenance Worker I with 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