

**City of San Rafael  
Job Class Specification**

## **Job Title: Street Lead Maintenance Worker**

### **SUMMARY**

Under general supervision, leads and performs a variety of work in the maintenance, repair and improvement of Public Works facilities such as streets, sidewalks, and storm drainage systems and pump stations; Operates medium and heavy duty equipment.

### **CLASSIFICATION CHARACTERISTICS:**

The Supervising Street Maintenance Worker leads crews of 3 to 8 employees and also operates medium to heavy-duty equipment, and performs duties requiring more in-depth technical knowledge than the lower levels in the series. This classification is distinguished from the Street Maintenance Supervisor, which has direct supervisory responsibility and only infrequently participates in the work of the crews; and from the Maintenance Worker III, which has only lead responsibility.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Leads assigned areas, functions, and employees in a variety of Public Works construction, maintenance, and repair work.
- Inspects pending jobs, plans and lays out work, arranges and coordinates crew size, tools, equipment and materials, and assigns and supervises work for assigned jobs such as servicing and maintenance of storm drainage facilities, repair of road beds and surfaces, concrete work, street painting, and pesticide spraying.
- Inspects and notes maintenance problems and notifies the supervisor; monitors and corrects work in progress.
- Maintains records of work performed, equipment and materials used, and status of systems and equipment.
- Determines the need for and ensures proper application of safety equipment and procedures including respiratory protection, traffic barriers and warnings, and protective clothing and devices;
- Provides input to the Supervisor on performance appraisal.
- Locates and orders material and parts understanding purchase agreements.
- Inspects contractor work on small jobs on storm pump station equipment.
- Operates hydro flusher, vactor, large backhoes, trucks over 4 ton capacity, excavations, major street work, clear debris from canals and related apparatus to load or fill materials.
- Reads blueprints and diagrams, lays out forms, performs or supervises framing, directs pouring, and performs or supervises finishing of concrete.
- Starts, stops, inspects, lubricates, and adjusts pumps, valves, floats, motors, and performs limited electrical work at storm pumping stations.
- Removes and replaces pumps, motors, gates, valves and related, and performs repairs; may rebuild components on a limited basis.
- Leads and performs emergency repairs of Public Works facilities, including work in other sections of the Department.
- May be assigned to operate heavy motorized street sweeping equipment to clean residential and commercial streets of trash and other accumulations.
- Performs related work as required.

### **KNOWLEDGE OF:**

- Techniques of lead supervision including assigning, reviewing, planning, and scheduling work estimating materials, equipment, and crew time required

- Appraising work and conducting informal counseling of employees
- Methods and materials used in street excavation and surfacing, metal conduit pipe work, concrete construction, and maintenance and repair of storm drainage pump systems
- Operation and operator maintenance of backhoes, loaders, hydro flusher, vactor, large trucks, and related equipment
- Safe working practices including traffic barriers and warnings, precautions for use of pesticides, respiratory protection, and protective clothing and devices

#### **ABILITY TO:**

- Provide lead supervision, including planning, assignment, and review.
- Keep records of work performed, hours and materials used, etc.
- Form, pour and finish concrete structures and facilities.
- Excavate, prepare the base, and finish surfaces of streets.
- Inspect, service and repair storm-pumping facilities.
- Install pipelines.
- Operate and maintain vactors, hydro flushers, loaders, backhoes, heavy trucks, and related equipment.
- Understand and follow oral and written instructions.
- Climb, stoop, bend and crawl to reach work.
- Lift and carry heavy tools and materials; perform strenuous manual labor.
- Work outdoors and in inclement weather.

#### **EDUCATION AND/OR EXPERIENCE:**

A typical way of gaining the knowledge, skill, and ability outlined above is: Graduation from high school or equivalent, and two years of responsible experience in street maintenance or storm pump station maintenance, equivalent to the Maintenance Worker III classification at the City of San Rafael.

#### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

#### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess a valid California Class "B" driver's license and have a satisfactory driving record. Must be willing to work underground, in confined places, and in exposure to unpleasant and potentially hazardous conditions. Must be willing to work shifts, and overtime, and be subject to call outs for emergencies. May be required to obtain a pesticide applicators license. Incumbents assigned to this job classification are subject to Department of Transportation's Drug and Alcohol Regulations.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee occasionally works in indoor conditions and occasionally works near video display. The noise level in the work environment is usually loud.

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