



CITY OF CAMARILLO

Lead Public Works Maintenance Worker

Job Code: 810

FLSA: Non-Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Leads, oversees, and participates in the more complex and difficult work of staff responsible for performing a variety of semi-skilled and skilled tasks in the construction, maintenance and servicing of City streets, sidewalks, curbs and gutters, landscapes, irrigation systems, traffic systems, signs, and related equipment; operates and maintains a variety of heavy equipment and hand and power tools and equipment; and performs a variety of technical tasks relative to assigned areas of responsibility.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Leads, plans, trains, and reviews the work of staff responsible for performing a variety of maintenance, repair, and construction work on various City facilities, structures, and systems including in the areas of streets, sidewalks, curbs and gutters, landscapes, irrigation systems, traffic systems, signs, and related equipment; ensures efficient, timely and safe completion of projects; participates in performing the most complex work of the unit including coordinating and planning work schedules and job assignments; generates, categorizes, and distributes work orders.
2. Trains assigned employees in their areas of work including proper maintenance methods, procedures, and techniques.
3. Supervises the use, care, and operation of assigned equipment and tools.
4. Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
5. Oversees and participates in conducting traffic control when working in traffic areas of the City; installs street barricades, arrow boards, and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
6. Oversees and participates in transporting equipment and material to work sites; loads and unloads equipment and materials.
7. Oversees and participates in performing a variety of maintenance duties in the overlay of street surfaces; rakes and spreads asphalt; seals cracks and patches streets; performs pot hole patching and surface repairs using jack hammers to fill and compact repaired areas.

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8. Oversees and participates in performing street cuts for excavation and replacement of new asphalt; removes and replaces concrete and asphalt; constructs forms, lays cement and finishes cement on curbs, gutters and sidewalks; performs cement repairs and patch work.
9. Oversees and participates in striping pavement and painting street legends, cross walks, stop bars, and curbs.
10. Oversees and participates in removing graffiti within the City by various means including painting, pressure washing, and sand blasting.
11. Oversees and participates in preparing, installing, repairing, and replacing City sign posts and signs; cleans and maintains existing signs; trims vegetation that presents safety hazards.
12. Oversees and participates in performing a variety of tasks in the planting, maintaining, trimming, and removal of City-owned trees; maintains, trims, prunes, and removes trees; removes broken branches and fallen trees from public streets, sidewalks, drainage ditches, and creeks; cuts limbs and foliage hanging over roads and sidewalks.
13. Oversees and participates in performing various grounds and landscape maintenance duties; plants, waters, trims, prunes, and fertilizes plant materials; installs, programs, adjusts, and maintains irrigation systems to ensure proper operating efficiency; repairs and adjusts sprinkler heads.
14. Applies herbicides and pesticides for weed abatement and pest control.
15. Provides courteous customer service; responds to questions and inquiries from the general public regarding various maintenance projects; resolves customer problems or complaints.
16. Estimates time, materials, and equipment required for jobs assigned; requisitions materials as required.
17. Maintains records of basic operations, maintenance, and work performed; prepare reports on operations as necessary.
18. Responds to emergency calls from the public and other agencies and takes appropriate action; investigates and/or responds to citizen requests and complaints and determines appropriate corrective action.
19. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of assigned maintenance, construction, and repair work.

Principles of lead supervision and training.

Advanced methods and techniques of general construction, maintenance, and repair related to the area of work assigned.

Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned.

Proper procedures used in the maintenance and repair of hand and power tools.

Practices and procedures of traffic control.

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Tree care, pruning, and removal principles and practices.
Advanced materials, methods, terminology, and tools used in the maintenance and repair of streets, sidewalks, curbs, and related systems.
Advanced landscape maintenance and construction materials, methods, terminology, and tools including principles used in the application of chemicals.
Methods and techniques of irrigation systems installation and maintenance.
Advanced principles and practices used in the installation and repair of traffic signs.
City rules, codes and regulations relating to landscape and irrigation maintenance and repair.
Traffic laws, ordinances and regulations relating to the operation of assigned equipment.
Principles and practices of record keeping.
Occupational hazards and standard safety practices.

Ability to:

Lead, organize, and review the work of staff.
Independently perform the most difficult maintenance, construction, and repair work in the area of work assigned.
Interpret, explain, and enforce department policies and procedures.
Ensure safety around work areas in high traffic.
Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
Maintain and repair a variety of tools and equipment.
Read maps, blue prints, and diagrams.
Effectively analyze and respond to emergency situations.
Resolve day-to-day questions/problems regarding materials, methods and procedures for completing assigned projects.
Utilize public relations techniques responding to inquiries and complaints.
Ensure adherence to safe work practices and procedures.
Work independently in the absence of supervision.
Maintain records including time and material use records.
Safely drive and skillfully operate power equipment and hand tools involved in public works and landscape maintenance, repair, and construction.
Conduct research and prepare clear, concise and comprehensive reports.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Three years of maintenance and repair experience including experience in the maintenance and repair of street, landscape, and irrigation maintenance comparable to a Public Works Maintenance Worker II with the City of Camarillo.

License or Certificate:

Possession of a valid California Class A driver's license with tanker endorsement.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Indoor and outdoor environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor environments; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

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Johnson & Associates