

PUBLIC WORKS CREW LEADER

DEFINITION

Under general supervision of a Street Maintenance Supervisor, personally performs and/or plans and coordinates the activities of a crew performing a variety of tasks in the maintenance division of the Public Works Agency.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Participates in, directs, and trains a crew or crews in assigned public works area. Determines equipment, materials, and staff needed to complete assigned project. Assigns work to each crew member. Trains and directs crew in safe working practices. Determines traffic control set-up. Modifies work assignment at work site to meet project requirements. Keeps accurate written records and reports on projects, materials used, crew members' performance and related activities. Responds to questions from the public. May operate light and heavy equipment. May assume supervisory responsibilities in the absence of the Street Maintenance Supervisor. Performs other functions as assigned.

DISTINGUISHING FEATURES

This is a skilled class in the Public Works maintenance series. Incumbents provide lead supervision over unskilled and semi-skilled employees. This class differs from the Street Maintenance Supervisor and Water Maintenance Supervisor classifications by the Supervisors' responsibility for several crews and assignment and completion of projects.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of experience in maintenance and construction work or any equivalent combination of training and experience which provides the desired knowledge skills and abilities.

Special Requirement: Possession and retention of a Class B California driver's license throughout tenure in this classification. Depending on assignment, specialized training or certifications may be required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: methods, materials, tools, and equipment utilized in street maintenance; heavy construction equipment; safety practices and procedures.

Ability to: lead a crew of workers in the completion of a project; determine the materials and workers needed; maintain effective working relationships with fellow employees and the public; instruct subordinates in work procedures.

Skill in: the operation of tools and equipment including backhoes, cranes, trucks, pavement breakers, and power saws.

### DESIRABLE CHARACTERISTICS

Successful performers motivate the crews to accomplish assigned projects in a timely manner. They are reliable and punctual and enjoy physically demanding work while assuming a leadership role with maintenance crews. Incumbents exercise judgment in selection of staff, tools and materials and determine the best alternatives when the assigned project exceeds the intended scope.

Previous class title: Maintenance Worker III  
Title change per Council Resolution No 89-070, effective 7-1-89  
Class Specification Reviewed: 4/94  
ADA Approved: 4/94