

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PUBLIC WORKS MAINTENANCE CREW LEADER

PERSONNEL COMMISSION APPROVAL: ~~JANUARY 18, 2023~~ (Revised)

COUNCIL APPROVAL: NOVEMBER 15, 2022

JOB CODE:	0858
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	HBMT
FLSA STATUS:	NON-EXEMPT
EEOC CODE:	TECHNICIANS

JOB SUMMARY

With direction, functions as a working supervisor; schedules and leads skilled workers in the maintenance of the City's streets, beaches, facilities, landscape, or trees; screens and assigns work orders and service requests; determines priorities and monitors completed work, and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Public Works Maintenance Supervisor
Supervises: Skilled Craft and Service/Maintenance Workers

DISTINGUISHING CHARACTERISTICS

The Public Works Maintenance Crew Leader is a working supervisor with responsibility for maintaining the City's beaches, facilities, landscape, streets, or trees. This position differs from Lead Public Works Maintenance Worker in that the latter works in a lead capacity to the crew while the Crew Leader determines standard daily work priorities, issues routine assignments, and provides on-the-job instructions for personnel. This position differs from the Public Works Maintenance Supervisor in that the supervisor is responsible for the oversight of all work crews, maintenance activities and contracted services.

EXAMPLES OF ESSENTIAL DUTIES

- Oversees the work of skilled and non-skilled employees engaged in the maintenance and repair of the City's beaches, facilities, landscape, streets, trees, and/or other City-owned properties

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- Plans, schedules, selects or approves, and requisitions necessary equipment and related supplies
- Oversees all work in progress to ensure quality, timeliness and safety
- Schedules and coordinates preventive maintenance projects on a regular basis
- Supervises and assists contractors performing work on City-owned property; coordinates work with other departments
- Assists or participates in performing maintenance and repair work as necessary. Responds to calls for service after regular work hours
- Interviews, trains and motivates employees; assigns and evaluates work; recommends disciplinary action according to established City procedures;
- Drafts performance appraisals
- Works with lead workers in delegating work assignments to employees; prepares and maintains records on the status of work in progress and the performance of crews and individual crew members; assists in scheduling and planning the operations of the crews
- Actively promotes the City's safety programs
- Performs periodic safety inspections; identifies and corrects safety hazards
- Provides input during the budget process and monitors the operating budget for area of responsibility
- Maintains inspection and repair records; maintains inventory of necessary parts and equipment
- Operates equipment and vehicles required to perform maintenance work in assigned area
- Responds to emergency calls for service on a call-out basis, and works outside of normal business hours, as needed
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties as required

When assigned to Facilities Maintenance, also

- Coordinates, writes specifications and monitors the work of contractors; supervises and assists contractors performing work in City facilities; maintains security and master keying of all City facilities
- Implements and supervises the citywide paint maintenance program

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- Troubleshoots and makes repairs to facilities electrical systems, ~~of~~ HVAC systems, plumbing, carpentry, motors and pumps
- Formulates, implements, supervises and monitors the City-wide graffiti eradication program; provides immediate response and removal of reported graffiti

When assigned to Street Maintenance, also

- Inspects and makes recommendations for asphalt related problems and maintenance of arterial/residential streets, guardrails, and parking lots
- Supervises and reviews the work of crews engaged in hazardous materials response, cleanup, storage and disposal
- Supervises hazardous materials contractors performing work in the public right of way and in disposing of City-generated hazardous materials
- Updates and maintains hazardous materials records and prepares quarterly and annual hazardous materials reports
- Researches and stays up to date on new technologies and practices in asphalt maintenance
- Works with Engineering Department in determining rehabilitation and maintenance of streets and highways

When assigned to Tree Maintenance, also

- Oversees, assists or participates in performing trimming and removal of dead, dying, or diseased trees and limbs; removing of brush and tree trimmings, stumps and roots, and disposing of in a safe manner
- Oversees, assists or participates in setting up and operating aerial trimmers and manlifts to trim trees and remove limbs and branches
- Oversees, assists or participates in operating loaders to remove brush, trees and soil and to extract stumps; digs planting holes and plants new trees
- Operates dump trucks to transport materials and debris
- Uses other basic hand and power tools such as trimmers, chain saws, pruners, wands, edgers, stake pounders
- Oversees, assists or participates in maintaining and adjusting aerial equipment and other tools; hanging and taking down City banners from streets as required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

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MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- City and departmental rules, policies and procedures
- Depending on assignment, tools and equipment needed to perform beach, facilities, landscape, street, or tree maintenance and repair work
- If assigned to street maintenance, hazardous materials response, cleanup and disposal methods
- If assigned to tree maintenance, tree species identification and selection; pruning, removal and safety techniques
- Occupational hazards and safety practices applicable to area of assignment
- Contract inspection and administration; budgeting and supervisory practices
- Traffic safety laws and regulations and proper vehicle operations
- Computer hardware and software pertinent to record keeping and communications
- Quality customer service principles

Ability to:

- Schedule and prioritize staffing and projects
- Assign work, monitor and evaluate work progress
- Research and gather information related to vendors, contractors, equipment and supplies
- Resolve day-to-day questions/problems regarding personnel, equipment, materials, methods, and procedures needed to complete projects
- Maintain accurate records
- Use hand and power tools
- Operate personal computer and standard software applications
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing
- Respond to emergency situations within a reasonable timeframe
- If assigned to tree maintenance, work safely at substantial heights above the ground

Education: High school diploma or equivalent certificate.

Experience: Five (5) years of experience in the maintenance of beaches, facilities, landscape, streets, or trees (depending on assignment), including two (2) years of lead or supervisory experience.

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Certifications/License:

Facilities Maintenance assignment: A valid California Class C driver license and an acceptable driving record are required by time of appointment and during course of employment.

All other assignments: A valid California Class A or Class B driver license and an acceptable driving record are required by time of appointment and during course of employment. Some assignments require that incumbents possessing a Class B driver license obtain a Class A driver license within six months of appointment.

Street Maintenance assignment: 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Training must be obtained prior to completion of probation.

Tree Maintenance assignment: International Society of Arboriculture Certified Arborist or equivalent certification required.

SPECIAL CONDITIONS

For Beach Maintenance assignment, work is performed on graveyard shift with weekend and holiday scheduling; work hours may change at discretion of supervisor.

Positions in this classification are deemed safety sensitive under Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations and subject to drug and alcohol testing.

Employees ~~who may regularly assigned/required to~~ drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Work involves exposure to the weather and may also include contact with hot and cold surfaces, loud noises from equipment and vehicle

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engines, vibrations, working in close proximity to moving mechanical parts (mechanical hazards), electrical current (electrical hazards), vehicular traffic and confined spaces. Exposure to exhaust from equipment and vehicles; potential natural irritants such as vegetation, dust, soil, tree pollens, and sawdust. May be exposed to chemicals including but not limited to, gasoline, diesel, motor oil, grease, ammonia, bleach, cleansers, volatile organic compounds, fertilizers and non-restricted pesticides. Must be able to stand for long periods and/or walk long distances; some walking may occur on sloping, slippery and/or uneven surfaces; requires mobility to sit, stand, kneel, crawl, climb, crouch, stoop, reach, and bend; requires ability to twist at the lower body, at the waist, and at the upper body. Requires mobility of both arms to reach and dexterity of hands to grasp and manipulate small and large objects or tools, from overhead to the ground positions. Work involves grasping, lifting, pushing, pulling, moving and dragging of objects which may weigh approximately 50 pounds and up to 100 pounds with the use of proper equipment or assistance. Requires hand, arm, and upper body strength to operate power equipment. May be required to wear protective apparel including hardhats, gloves, goggles, respirators, face protectors, ear protection, aprons, coveralls, and steel toed shoes. Required to work at heights above ground level or in confined spaces. Incumbent may be required to respond to after-hours emergency situations.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

[Apprd. by PC 1/18/2023](#)

[Rev. 4/2024 pja](#)