

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: STREET MAINTENANCE CREWLEADER

PERSONNEL COMMISSION APPROVAL: MARCH 18, 2020 (Revised)

COUNCIL APPROVAL: OCTOBER, 2004

JOB CODE: 0150

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, including concrete, street sweeping operations, hazardous materials cleanup and disposal; 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: Street Maintenance Supervisor
Supervises: Skilled Craft and Service/Maintenance Workers

DISTINGUISHING CHARACTERISTICS

The Street Maintenance Crewleader is a working supervisor with responsibility for maintaining the City's streets. This position supervises skilled employees engaged in street repairs, paving, patching, slurry operations, concrete maintenance and repair, collection and disposal of hazardous materials.

EXAMPLES OF ESSENTIAL DUTIES

- 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 streets; coordinates work with other departments;

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- Oversees, assists or participates in performing street maintenance and repair work as necessary. Inspects and makes recommendations for asphalt related problems and maintenance of arterial/residential streets, guardrails, and parking lots;
- Responds to calls for service after regular work hours;
- 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;
- Interviews, trains and motivates employees; assigns and evaluates work; recommends disciplinary action according to established City procedures;
- Drafts performance appraisals;
- Supports and 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;
- 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;
- 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.

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.

MINIMUM QUALIFICATIONS

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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
- Tools and equipment needed to perform street and concrete maintenance and repair work
- Hazardous materials response, cleanup and disposal methods
- Occupational hazards and safety practices applicable to street maintenance operations
- Contract inspection and administration; budgeting and supervisory practices
- Computer hardware and software pertinent to record keeping and communications
- Quality customer service principles

Ability to:

- Schedule and prioritize manpower 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 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.

Education: High school diploma or equivalent certificate.

Experience: Five (5) years of street maintenance experience, including two (2) years of lead or supervisory experience.

Certifications/License: A valid California Class B driver license and an acceptable driving record are required by time of appointment and during course of employment.

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

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SPECIAL CONDITIONS

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 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 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.

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

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