

CITY OF COVINA

STREET CREW LEADER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction supervision, provides lead direction to a small crew engaged in repair, construction, and maintenance of storm drains, sewers, streets, curbs, gutters, sidewalks, alleys, landscaping, irrigation, street trees, street signs, and street painting/marketing/signing; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Street Crew Leader** is the advanced journey level classification in the Street Worker series. Incumbents perform semi-skilled and skilled duties in the maintenance and repair of infrastructure and provide lead direction and training to assigned crews. This classification is distinguished from the next higher classification of Street Maintenance Supervisor in that the latter has overall supervisory responsibility for all assigned maintenance functions within the Public Works Department's Street Division.

SUPERVISION RECEIVED/EXERCISED:

Receives direction supervision from higher-level Public Works staff. Exercises technical and functional supervision over lower level public works staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Provides direction to and performs duties associated with the work of a small crew engaged in repair, construction, and maintenance of asphalt/concrete storm drains.
- Oversees and provides training to assigned personnel; ensures adherence to safe work methods, procedures and practices; conducts and participates in safety meetings; identifies training opportunities and needs; makes recommendations to higher level staff; provides input in the evaluation of assigned personnel.
- Contacts dig alert before excavation; determines estimates of manpower and supplies needed for completion of work orders.
- Maintains records relating to maintenance assignments and keeps daily job records.
- Assists the Street Maintenance Supervisor with evaluating service and equipment needs and in developing work methods and procedures; assists in prioritizing requests for street service and scheduling work; assists in the development of plans to meet future service needs.
- May be subject to emergency after-hours call out or special assignments during non-business hours.

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- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment and acute hearing is required when providing phone and face-to-face service. The need to lift, carry, pull and push tools, supplies and other equipment weighing up to 50 pounds is also required. The incumbent may use chemicals and lubricants which may expose the employee to fumes, dust and air contaminants, and be exposed to mechanical and biological hazards. The nature of the work may also require the incumbent to climb ladders, work at heights over 10 feet, work in confined spaces, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The employee regularly works in outside weather conditions and near moving mechanical parts. The employee frequently works in all weather conditions, including wet, hot and cold, and is frequently exposed to vibration and street/road traffic. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The incumbent may be required to respond to after-hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Street Crew Leader**. A typical way of obtaining the required qualifications is possess a high school diploma or its equivalent, supplemented by related college level course work, and three years experience in general construction and semi-skilled maintenance or general repair work that includes the equivalent of one year as a Street Worker with the City of Covina.

License/Certificate:

Possession of, or ability to obtain, a valid Class A California driver's license within four months or employment and applicable certificates on designated construction equipment.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Common tools, power equipment and materials used in street and public works maintenance; techniques and materials used in the maintenance and repair of streets, gutters, sidewalks, storm drains and related facilities; operations and maintenance of a wide variety of construction hand and power tools and equipment; mechanical ability and comprehension; safe work methods and safety regulations pertaining to the work, including OSHA, Haz Mat, and NPDES; proper placement of cones, barricades and warning devices and directing traffic flow at job sites.

Ability to:

Read blueprints and sketches and to prepare directions and sketches to enable crews to locate lines and extensions; use detection devices, mobile radio, phone, ditch witch; use hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, and ditch witch; apply leadership and supervisory principles in the daily direction of street repair crews; understand and follow oral and written directions and rough working diagrams; work effectively with a small group or individually; get along well with the public; operate a variety of vehicular and mechanical equipment in a safe and efficient manner; perform heavy physical labor as required; make accurate estimations in supplies, manpower hours on construction site; exercise independent judgment and initiative when working with the public; maintain good working relationships with work crew members and public works management personnel.

Skill to:

Safely and effectively operate a variety of vehicles, construction equipment and power and hand tools used in street maintenance and repair.