

COUNTY OF SOLANO

PUBLIC WORKS MAINTENANCE WORKER (LEAD)

Rev. 02/96

DEFINITION

Under direction, leads a crew of public works maintenance workers and is responsible for a unit of the Roads Division; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class describes responsible lead work checking and overseeing activities of an assigned crew of road maintenance workers. Incumbents also work as a member of the crew. This class is distinguished from supervisory classes in the Public Works Maintenance series in that the latter have overall supervisory responsibility for an assigned maintenance function.

EXAMPLES OF DUTIES

Depending on assignment, duties may include but are not limited to the following:

1. Operates and transports light and heavy equipment; makes out daily time and equipment cards and maintains daily activities log; prepares repair orders and coordinates with the County Garage regarding assigned equipment.
2. Keeps records of disbursement, inventories and maintains adequate supplies of stock such as steel culvert, uniforms, road flares and tarps; conducts physical inventory.
3. Plans and supervises maintenance and construction work in an assigned sub section of the Transportation Operations division.
4. Confers with supervisor to establish needs and priorities.
5. Coordinates, plans, assigns, and supervises the work activities of assigned employees.

QUALIFICATION GUIDELINES

Education and/or Experience

Extensive road maintenance experience which included some experience operating a variety of heavy construction equipment and which demonstrates possession of and competency in requisite knowledge, skills and abilities. Typical qualifying experience would be:

Education and/or Experience (Continued)

Three years of journey level public works maintenance worker experience,

Or

One year of experience comparable to a Public Works Maintenance Worker (Senior) in Solano County

Knowledge/Skills/Abilities

Thorough knowledge of the safe operation and maintenance of a wide range of construction equipment, including heavy power equipment; road building maintenance and techniques.

Considerable knowledge of specialized regulations, practices and techniques as applicable to area of assignment (e.g., flood control road construction and maintenance, traffic safety); motor vehicle code as it is related to the operation of heavy construction equipment.

Working knowledge of public administration including budgeting, program planning, evaluation and supervision.

Skill in the operation of heavy equipment.

Ability to lead the work of others performing maintenance and/or construction work in assigned programs or services; understand, interpret and explain regulations and policies governing assigned program operations; identify and analyze problems and implement changes; make decisions and independent judgments; communicate effectively both verbally and in writing; communicate effectively with people of diverse socio-economic backgrounds and temperaments; establish and maintain cooperative working relationships; determine the appropriate course of action in emergency or stressful situations; understand program objectives in relation to departmental goals and procedures; demonstrate tact and diplomacy; lead the work of others engaged in road maintenance activity; secure cooperation and teamwork; understand and analyze expenditure reports; maintain accurate records and document actions taken; organize and prioritize work assignments; make routine arithmetical calculations; project consequences of decisions; determine and evaluate levels of achievement and performance; recognize and respect limit of authority and responsibility; interpret administrative direction and incorporate it into operating policies and procedures; operate a wide range of heavy power construction equipment.

SPECIAL REQUIREMENTS

Possession of a valid Class A California Driver's License with an X endorsement is required.

SPECIAL REQUIREMENTS (Continued)

Incumbents and candidates applying for positions in this class may be subject to, depending on job assignment, drug and alcohol testing as required under the Federal Omnibus Transportation Employee Testing Act of 1991. Testing includes post-accident and pre-employment, as well as random and reasonable suspicion testing as required by law.

Independent travel is required.

Incumbents must be able to perform heavy manual labor associated with road maintenance tasks which may include lifting objects weighing between 50-100 pounds and involve the full range of body movements.

Incumbents must work outdoors in all types of weather conditions.

Incumbents may be required to work outside normal business hours.

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