



# Senior Street Maintenance Worker

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## Class Specification

Revised 9/23

Class ID: 770

Unit: NAME

Probation: 6 Months

FLSA: Non-Exempt

## DEFINITION

Under direction, organizes, assigns, and leads the work of assigned personnel engaged in the construction, repair, and maintenance of City streets, roads, sidewalks, storm drains, and public rights-of-way, and the installation, manufacture and maintenance of traffic signs, pavement markings, and other non-electrical traffic control devices; performs the more difficult and complex work related to street maintenance and repair activities; and performs related duties as assigned.

## SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Maintenance Supervisor or designee. Exercises no direct supervision over staff. Provides technical and functional direction to lower-level staff.

## DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Street Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing lead direction to lower-level maintenance staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

## EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Exercise technical and functional lead direction including organizing, scheduling, assigning, and leading the work of an assigned street maintenance crew; provide input on performance evaluations; provide advice and assistance to lower-level street maintenance staff.

Review the work of an assigned crew engaged in street repair and maintenance activities including patching potholes, repairing/constructing curbs, gutters, culverts, ramps, and related public work facilities; coordinate with other departments, divisions, and agencies related to the work assigned.

Perform the most difficult and complex work in street maintenance and repair activities, including handling difficult problems and determining appropriate course of action; perform the full range of street maintenance and repair duties.

Select materials and estimate material and labor costs for assigned jobs; ensure availability of supplies, materials, and equipment to accomplish the work; purchase supplies and materials as necessary.

Coordinate and administer activities related to various contracts and projects; prepare specifications for contracted work; monitor contract compliance, inspect quality of work, and recommend progress and final payment as appropriate.

Record daily labor, material, and equipment costs, and maintain work-related records; provide recommendations for project-related budget planning.

Respond as appropriate to comments and concerns expressed by the public regarding street maintenance issues.

Use a personal computer to enter and retrieve information related to work assignments and record-keeping.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of planning and reviewing the work of others and training, including safety practices and related record-keeping.
- Materials, methods, practices, and equipment used in street maintenance and repair activities, including asphalt, concrete finishing, and related construction work.
- Methods, techniques, and tools used in the maintenance and repair of streets, storm drains, catch basins, sidewalks, and related public works facilities.
- Methods and techniques related to street signing, marking, and painting work.

### **Skill or Ability to:**

- Act as a lead worker and perform advanced journey level tasks related to maintenance and repair of streets, storm drains, and public rights-of-way.
- Consistently observe and follow safety rules; safely operate hand and power tools, equipment, and vehicles.
- Analyze problem equipment; identify safety hazards; interpret work orders; locate and operate equipment, train others on equipment, and explain jobs to other employees.
- Safely handle chemicals including cleaning products, solvents, and other materials and supplies.
- Understand and follow oral and written instructions; read, interpret, and understand blueprints, drawings, diagrams, specifications, operating instructions, and manuals.
- Prepare and interpret specifications, administer contracts, and inspect quality of work relative to recommendation for payment.
- Review difficult and/or complex street maintenance/related issues; prepare related cost estimates and recommend the most effective and efficient course of action.
- Communicate clearly and concisely, both orally and in writing.
- Keep records and make reports; use a personal computer for electronic mail communication and to enter and retrieve data.
- Work unusual/prolonged work schedules during emergencies or seasonally caused circumstances.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

### **Education and Experience:**

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a high school diploma or equivalent, and three (3) years of experience performing street maintenance work similar to that of a Street Maintenance Worker II in the City of Newark.

**License and Certificate:**

Possession of a valid California Class A driver license with tank endorsement. Positions performing safety sensitive functions are subject to the Federal Highway Administration Department of Transportation (D.O.T.) regulations and the City's Administrative Regulation concerning drug and alcohol testing as a continuing condition of employment with the City.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Willingness and ability to work emergency overtime and available on call, as required. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.