

BEAR VALLEY CSD

JOB DESCRIPTION

JOB TITLE: CREW LEAD
DEPARTMENT: PUBLIC WORKS – ROADS DIVISION
REPORTS TO: ROADS SUPERVISOR

JOB SUMMARY:

Under direction of the Roads Supervisor, the Crew Lead is generally responsible for public roads, rights-of-way, easements, drainage and flood control facilities, emergency routes, signage, guardrails and various appurtenances, and other District property including parking lots. Also responsible for snow removal and plowing.

DISTINGUISHING CHARACTERISTICS:

Within the Roads division, provides leadership of professional staff and volunteers in assigned maintenance activities and performs the more technical and complex tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED/EXERCISED:

Crew Lead receives direction from the Roads Supervisor under the Public Works Director and exercises lead responsibility over assigned crew members. However, the Road Supervisor functions as the first line supervisor of the Roads Division.

ESSENTIAL FUNCTIONS STATEMENTS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledges, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by this position.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address agency needs and changing business practices.

The Crew Lead is required to perform all of the Essential Functions and to possess the Knowledge & Abilities as described in the relevant sections of the Maintenance Worker I - II class specification. In addition, the Crew Lead shall:

JOB TITLE: ROADS CREW LEAD

- Lead employees and participate in the operation and maintenance of the integrity of District public road infrastructure, rights-of-way, easements, drainage and flood control facilities, emergency routes, signage, guardrails and various appurtenances, and other District property including parking lots
- Employ a systematic problem-solving process in consultation with supervisor to arrive at logical decisions based upon the information available and utilize resources effectively
- Ensure operation is compliant with all applicable laws, rules and regulations
- Ensure infrastructure security in accordance with federal, state and local codes and regulations
- Provide ethical leadership and uphold ethical standards by setting an example, and promote the vision and goals of the organization in a focused and systematic manner
- Coordinate formal and informal training programs; keep accurate records to ensure that personnel remain in compliance with regulatory and mandated local, state and federal training and certifications
- Assist with the coordination, monitoring and inspection of the work of contractors and outside service providers
- Assist with keeping records; preparing reports, studies and correspondence; present written or oral recommendations
- Perform a variety of public relations related duties; receive, investigate, document, and respond to complaints; receive telephone inquiries from the public; answer questions and direct inquiries to appropriate personnel
- Maintain a flexible work schedule that includes overtime, on-call status, call-backs, nights, weekends, holidays and rotational shifts
- Maintain physical ability and agility to ascend and descend forty (40) feet of vertical ladder structure and work within a confined space. Ability to wear a full body safety harness while performing assigned tasks
- Inspect, repair and maintain roads, rights-of-way, easements, drainage and flood control facilities, emergency ingress/egress routes and other District property including parking lots
- Asphalt and concrete repairs and installation, crack sealing, patching and pothole repairs, oil and surface treatments and overlays
- Perform weed control, tree trimming, trash pick-up and litter abatement, and animal removal
- Maintain and install culverts, storm drains, catch basins, drain inlets and storm channels
- Lead and participate in the operation of and operate various maintenance equipment, including, but not limited to: heavy machinery such as snow plow, backhoe, scraper, loader and other tractors, dump truck, street sweeper, rollers and other compactors, concrete saw, and spreader; hand tools such as shovel, pick, crowbar, hammer, wheelbarrow, trowel, chainsaw, etc.
- Inspect, repair, and maintain all appurtenant structures including, but not limited to, curbs and gutters, guardrails, signage, reflectors and markers, crosswalks and striping and stenciling
- Coordinate and perform a variety of duties during periods of inclement weather such as snow removal, de-icing, clearing mud and rock slides, storm and flood clean-up, and operation of a snowplow
- Assist with public safety operations including cutting of firebreaks, traffic control and signage and marking of hazards and road closures
- Frequently assist the Water Division with leak detection and repair
- Other duties as assigned

EDUCATION, EXPERIENCE & TRAINING

Any combination of education, training, and experience that would likely provide the required knowledge and abilities may be considered qualifying at the sole discretion of the Employer. A typical combination would be:

JOB TITLE: ROADS CREW LEAD

Education:

Equivalent to graduation from a U.S. high school or passing score on the General Education Development (GED) exam.

License or Certificate:

Possession of or ability to immediately obtain a current and valid Class C California Driver's License and maintain a clean driving record. Class A or B license is preferred.

Experience:

Three (3) or more years of increasingly responsible experience in road construction and maintenance work. Experience in the public sector is preferred.

KNOWLEDGE & ABILITIES

The Crew Lead is required to perform all of the Essential Functions and to possess the Knowledge & Abilities as described in the relevant sections of the Maintenance Worker I - II class specification.

Knowledge of:

- Local, state, and federal laws, rules and regulations, with an emphasis on the California Vehicle Code
- General civil and traffic engineering principles; CalTrans Standards; California Manual on Uniform Traffic Control Devices (MUTCD)
- Practices and procedures of traffic control
- Methods, techniques, practices, materials and equipment used in the construction and maintenance of roads, drainage infrastructure, signage, guardrails and other appurtenant structures
- Departmental and Divisional goals, policies, and procedures
- Principles, practices, and techniques of effective organization, leadership and training
- Project management principles, techniques and software to supervise the progress of a variety of project activities
- Maintenance procedures for road and maintenance equipment
- Methods and techniques of safe chemical use, storage and disposal
- Use and care of personal protective equipment
- Occupational hazards and standard safety practices and procedures
- First aid principles, practices and techniques
- Basic mathematical principles
- Proper English usage, spelling and grammar
- Office procedures, methods, and equipment including computers and applicable software applications

Ability to:

- Maintain a flexible work schedule that includes overtime, on-call status, call-backs, nights, weekends, holidays and rotational shifts
- Understand and enforce District policies and procedures and all other applicable laws, rules, and regulations
- Respond to community concerns and needs in a tactful and courteous manner
- Analyze a situation or problem and determine a timely and appropriate course of action in consultation with supervisor
- Maintain pertinent records and compile data into written reports

JOB TITLE: ROADS CREW LEAD

- Read, interpret, review and understand engineering and technical manuals, drawings, blueprints, schematics, diagrams and Material Safety Data Sheets (MSDS)
- Perform heavy manual labor
- Wear and operate self-contained breathing apparatus equipment
- Logically solve problems
- Operate office equipment including computers and supporting software applications
- Adapt to changing technologies and learn functionality of new equipment and systems
- Communicate clearly and concisely, both orally and in writing
- Accept correction and constructive criticism and apply it to performance
- Establish and maintain effective working relationships with all levels of employees and customers
- Perform basic measurements and math calculations

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands may include: possession of normally functioning olfactory sensation and normal color vision; balancing, climbing, ascending and descending ladders; operating a motor vehicle or equipment for prolonged periods of time; heavy physical labor; kneeling, crouching, lifting, pushing and/or pulling of objects weighing 75 pounds or more; making repetitive hand or body motions, walking, running, sitting, speaking, standing, stooping, bending, using hands and fingers; using hand or power tools; working in cramped and confined spaces; working outside and underground; utilizing Personal Protective Equipment per OSHA General Industry Standards 29 CFR 1910. Vision in the normal range with or without correction. Hearing in the normal range with or without correction.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment includes: exposure to petroleum products, high temperature materials and equipment, water, chemicals, confined work spaces, dust, dirt, electrical hazards, fumes, odors, gases, high or low temperatures, noise, poor lighting, shift work, extended shifts, toxic materials, air contamination, wetness and humidity, vibration and driving on a daily basis; frequent exposure to high work places; inclement weather conditions which may include extreme cold or heat and exposure to snow, rain, wind, sun, etc.

DISASTER SERVICE WORKER:

In accordance with Government Code Section 3100, District employees, in the event of a disaster, are considered disaster service workers and are required to report for duty and respond accordingly.

FLSA

This is an FLSA Non-Exempt position.