

CLASS SPECIFICATION



CLASS:	Senior Public Works Maintenance Worker	ESTABLISHED:	Prior 1980
ALLOCATION:	Public Works	REVISED:	September 2012
FLSA STATUS:	Non-Exempt		
UNION AFFILIATION:	YCEA		

JOB SUMMARY:

Provide relief or project road maintenance crew direction; operate and perform minor maintenance and adjustment of light and heavy equipment in the performance of the work; perform semi-skilled and skilled work in the construction, maintenance and repair of roads, bridges, rights of way and related County infrastructure in a centralized or rural location and perform related work as assigned.

This is the advanced-journey/lead level in the public works maintenance series.

CLASS CHARACTERISTICS:

This position reports directly to an Assistant Public Works Superintendent. This class is distinguished from Assistant Public Works Superintendent in that the latter is the full working supervisory level in this class series with responsibility for the work of several crews.

EXAMPLES OF DUTIES:

Essential:

- Plan, direct and review the work of a crew of Public Works Maintenance Workers and/or support staff on a relief or project basis.
- Instruct staff in work procedures and ensure that safety measures are followed.
- Operate the largest and most complex heavy road construction and maintenance equipment, including but not limited to, bulldozers, graders, aerial boom trucks, water trucks and other heavy trucks.
- Operate a variety of light and heavy mobile equipment, including trucks of various sizes, graders, back-hoes, loaders, sweepers and rollers; may drive heavy trucks to transport equipment to work sites.
- Service, lubricate, and perform basic preventative maintenance and minor repairs to rolling stock, equipment and tools in an operable and safe condition.
- Load and unload trucks; pick up and deliver materials, supplies and equipment; ensure that work areas are maintained in a clean and orderly condition.
- Observe safe work methods and use safety equipment; secure worksites from traffic hazards as necessary; attend and lead safety meetings; perform traffic control for an assigned work crew and maintain records of work performed.
- Assist in maintaining records of road crew time and materials used.
- Calculate materials and equipment needed for specific projects; assure that materials are available at the job site.
- Independently perform the most complex and/or specialized work of the Public Works Maintenance Worker I/II.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

FUNCTION SPECIFIC DUTIES (in addition to above):

Signage/Striping/Bridges:

- Plan, schedule and/or perform installation of raised pavement markers, road stenciling and striping, road signage, and maintenance of flashers.
- Read, interpret and apply federal and state standards and regulations for traffic signs and striping, including placement, size, lettering, shape and color.
- Develop a maintenance plan for striping and recommend roads for new striping.
- Plan, schedule and/or perform bridge re-decking and general bridge maintenance.

Vegetation/Drainage:

- Ensure that roads, bridges and related County facilities are free from vegetation overgrowth.
- Perform pruning, mowing, and tree and vegetation removal as needed from County roadways, parks and drainage facilities.

- Conduct roadside spraying as needed to inhibit vegetation overgrowth.
- Clear and maintain County drainage facilities including storm drains, culverts, open ditches, etc.

Parks/Special Projects:

- Pruning, mowing, sprinkler repair and other general park maintenance work.
- Construction of infrastructure such as storm drains, drain inlets, concrete work, bridge re-decking, park improvements and restroom maintenance.

Roads (Hills) or Roads (Valley):

- Perform asphalt work, pothole patching and general road maintenance.
- Provide for the delivery of rock and asphalt to various work sites.
- Operate snow removal and sanding equipment to clear County roads.
- Perform traffic control.

EMPLOYMENT STANDARDS:

Knowledge of:

- Techniques for working successfully with other employees in a lead capacity.
- Principles and practices of technical and functional supervision and training.
- Methods, practices, materials and equipment used in the construction and maintenance of roads, bridges, culverts, traffic control signs and related construction and repair.
- Methods and practices of pavement maintenance and repair.
- Operation and capability of various trucks and light and heavy construction equipment.
- Techniques of cement construction, pouring and finishing.
- Laws and regulations regarding road striping and marking and traffic sign installation.
- Methods and practices of vegetation management.
- Basic understanding of electrical and plumbing principles and practices.
- Use and basic maintenance of commonly used hand and power road maintenance tools and equipment.
- Safe work methods and safety regulations pertaining to the work.
- Shop mathematics.
- Geography and road names of Yuba County.
- Record keeping practices.

Skill in:

- Planning, directing and reviewing the work of others on a project or day-to-day basis.
- Performing road, bridge and related maintenance work, individually or as a member of a crew, in various areas, depending upon the function to which assigned.
- Operating and maintaining a variety of light and heavy construction equipment.
- Performing routine maintenance on equipment and determining when and what kind of maintenance is required.
- Repairing machines or systems using the necessary tools.
- Observing all safety requirements and regulations.
- Using initiative and independent judgment within established procedural guidelines.
- Safely using and maintaining hand and power tools related to the work.
- Making accurate arithmetic calculations.
- Reading and interpreting plans, maps and instructions.
- Servicing and performing basic maintenance on tools, equipment and rolling stock.
- Preparing records and reports of work performed.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Inspect materials and workmanship for safety hazards or construction problems.
- Quickly, accurately and repeatedly adjust the controls of a machine or vehicle to exact positions.
- Time movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or individual.
- Operate a variety of medium and heavy public works maintenance equipment with a high degree of skill and precision to complete projects to exact engineering plans and specifications.

- Maintain composure in difficult situations.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Perform heavy physical labor on a regular basis.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read printed materials and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person, over the radio and on the telephone.
- Strength and independent body mobility sufficient to stand, sit, walk, stoop and bend in a typical field or shop maintenance setting and a standard office environment.
- Manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard, to write and to operate hand and power tools.
- Strength to lift and maneuver materials and equipment weighing up to 90 pounds, with proper equipment.
- Stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces.
- Ability to wear Hazardous Material Masks and other protective equipment in the manner intended.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Typical field or shop maintenance setting, as well as typical office setting.
- Work with exposure to potentially hazardous paints, chemicals, solvents and sealants.
- Work with exposure to inclement weather, temperature extremes, equipment noise, heavy traffic and exhaust fumes, or other potentially dangerous conditions.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- Possess and maintain a valid California Class A Commercial driver's license.
- Possess or obtain a TN or X endorsement (tanker with hazardous material placards) prior to satisfactory completion of the probationary period.
- Ability to obtain a Qualified Applicator License from the Department of Pesticide regulation; may be required to obtain depending on assignment.

Special Requirements:

- Respond to emergency situations in off-hours as required.
- Work extended shifts or be called back in emergency situations.
- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.
- Must comply with U.S. Department of Transportation regulations as a "Safety Sensitive" classification, including pre-employment, random, reasonable suspicion and post accident drug and alcohol testing as a condition of employment.

Education and Experience:

MINIMUM: Graduation from high school and three years of experience in road and related maintenance which has included the operation of heavy construction equipment.

PREFERRED: In addition to the minimum, two additional years of experience at a level equivalent to the County's class of Public Works Maintenance Worker II and some experience in directing the work of others.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Public Works Approval: Mike Lee
Date:

EEOC: G
WC: 9422

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____