

CITY OF ARCADIA
STREETS MAINTENANCE CREW SUPERVISOR

DEFINITION

Under direction, to lead and oversee maintenance crews; to participate in the more complex and difficult work of staff responsible for providing maintenance, repair, and construction services for streets, curbs, gutters, storm drains, and trees; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Lead, plan, and review the work of staff responsible for providing street, storm drain maintenance, repair, and construction services.

Plan, direct, and participate in the maintenance, repair, and construction of City streets and related facilities within the public right-of-way.

Supervise the use and operation of a variety of tools and equipment used in the maintenance, repair, and construction of City streets including sewer cleaning equipment, water tanker truck, night star digital measuring device, transit, concrete saw, cutoff saw, pipe threader, arc welder, pneumatic soil compactor, insecticide applicator, truck pumps, generators, clay pipe cutter, gas detector, arrow board, paver box, crack filling machine, cement mixer, skil saw, sawsall, heated power washer, gas cutting torch, pavement grinder, legend remover, punjar gas pyle driver, post puller, post driver, and other street related tools and equipment.

Estimate time, material, and equipment required for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion; assist in major project layouts.

Facilitate contact with USA Dig Alert to assure advance notification and safety verification of each job site.

Train assigned employees including in the areas of work methods, techniques, and the use and operation of equipment.

Inspect construction and repair projects, including work performed by private contractors, as assigned.

Verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; maintain cleanliness of work area and tools.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Ensure adherence to safe work practices and procedures.

Oversee crews and assist in the repair and construction of streets, traffic signs, tree maintenance, and asphalt and concrete repair.

Assist in the preparation of assigned budgets.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Perform the full range of duties in the assigned area of work.

Perform semi-skilled and skilled manual work in the maintenance, repair, and construction of City streets and alleys; mix, pour, and finish concrete; construct and repair manholes.

Assist in the repair of curbs, gutters, and manholes and the paving of streets and alleys using pneumatic tools, asphalt rakes, and other hand tools.

Remove and replace road surface material and debris; load, transport, and unload stones, gravel, dirt, supplies, and equipment as required.

Install, repair, and clean storm drains, drainage ditches, and culverts.

Break up concrete or asphalt, build and set forms, and mix and pour cement for curbs, gutters, sidewalks, and sidewalk ramps.

Fill, patch, and resurface holes, cracks, ditches, and service laterals.

Install and replace street signs and traffic signs.

Place traffic control and warning signs; serve as a flagman; set up lanterns and barricades.

Participate in the propagation, planting, care, maintenance, and removal of City-owned trees, shrubs, and landscaping.

Operate City-owned tools, equipment, vehicles, and rental equipment.

Perform safety and service inspections, preventative maintenance procedures, and minor maintenance and adjustments on equipment used.

Read and work from maps, schedules, written direction, blueprints, and sketches; draw maps; and record measurements.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a street maintenance, repair, and construction program.

Principles of lead supervision and training.

Methods and techniques of street maintenance, repair, and construction.

Operational characteristics of street maintenance, repair, and construction equipment and tools used in the area of work assigned.

Occupational hazards and standard safety practices necessary in the area of work assigned.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

Skill to:

Perform heavy manual labor for extended periods of time in all types of weather.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Operate a variety of street maintenance, repair, and construction equipment and tools in a safe and effective manner including sewer cleaning equipment, water tanker truck, night star digital measuring device, transit, concrete saw, cutoff saw, pipe threader, arc welder, pneumatic soil compactor, insecticide applicator, truck pumps, generators, clay pipe cutter, gas detector, arrow board, paver box, crack filling machine, cement mixer, skil saw, sawsall, heated power washer, gas cutting torch, pavement grinder, legend remover, punjar gas pyle driver, post puller, and post driver.

Ability to:

Plan, organize, and review the work of street maintenance staff in the area of work assigned.

Provide lead supervision and training to assigned staff.

Independently perform the most difficult street maintenance, repair, and construction work in the area of work assigned.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Perform simple cement and masonry work.

Perform minor repairs and adjustments to equipment and tools.

Prepare and maintain accurate and complete records.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Perform stand-by duty as part of a regular rotation.

Minimum Qualifications:

Experience:

Five years of increasingly responsible journey level experience in street maintenance, repair, and construction and equipment operation work including some supervisory experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in the areas assigned and lead supervision and training.

License or Certificate:

Possession of, or ability to obtain within one year, a valid class "A" driver's license.

Possession of, or ability to obtain within one year, an appropriate Public Works Certificate from a community college.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, push, pull, and lift 100 lbs.; exposure to cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for on-call, stand-by, and emergency call.

Effective Date: March 2006