

Street Maintenance Leadworker

SUMMARY/PURPOSE

To coordinate and execute the work activities of crews performing a variety of skilled tasks in the construction, maintenance, and/or repair of City streets. The work involves a combination of leading crews, laboring and operating construction equipment; duties may be performed under adverse weather or working conditions.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees and input regarding performance on a regular basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Lead and perform the maintenance of streets, alleys, right-of-ways, and other areas assigned including, but not limited to, grading, reshaping, patching, sweeping, flushing, resurfacing, forming, and pouring of concrete and mitigation of storm water of streets and alleys.
2. Lead and perform snow and ice removal and street cleaning in assigned areas.
3. Lead and perform traffic maintenance activities such as pavement marking, sign fabrication, sign maintenance repair, and installation.
4. Work with other departments to lead and perform street closures to ensure public safety as a result of special events and emergency situations.
5. Maintain an adequate inventory of supplies and materials.
6. Investigate and respond effectively to internal and external complaints.
7. Investigate accidents and submit the required reports and paperwork.
8. Be proficient with basic computer functions, cloud-based applications, and data collection and analysis applications.
9. Understand, monitor, and make operational decisions based on weather models, forecasts, and traffic cameras.
10. Train and lead personnel in correct and safe operating procedures.
11. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
12. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
13. Provide training on new or modified procedures and policies to all affected parties.
14. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
15. Provide input on decisions regarding the hiring processes, onboarding procedures, and discipline of personnel.
16. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
17. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. A minimum of two (2) years of related education and/or of full-time, verifiable professional experience operating equipment that requires a Class A commercial driver's license as a primary responsibility. Plus two (2) years of experience in a lead position and/or leading workcrews of similar complexity and level of responsibility.

2. License Requirements

- A. Possess and maintain a valid Minnesota Class A driver's license or privilege and tanker endorsement.

3. Knowledge Requirements

- A. Extensive knowledge of the methods and practices of construction repair and maintenance of city street infrastructure.
- B. Extensive knowledge of repair, installation, and maintenance of traffic signs, pavement markings, and road closures.
- C. Knowledge of Temporary Traffic Control Manual and Minnesota Manual on Uniform Traffic Control Devices.
- D. Knowledge of problem-solving and conflict-resolution techniques.
- E. Knowledge of applicable safety requirements.
- F. Knowledge of, or the ability to learn, City policies and procedures.
- G. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- H. Knowledge of effective leadership and personnel practices.
- I. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.

4. Skill Requirements

- A. Skill in the use of heavy equipment, procedures, and practices used in maintenance, repair, and construction of street infrastructure.
- B. Skill in the use of sign maintenance, street painters, and other traffic maintenance equipment.
- C. Skill in road construction, equipment operation, and the routine maintenance of associated equipment.
- D. Skill in maintaining signs, pavement markings, barricades, and other traffic related items.
- E. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- F. Skill in managing one's own time and the time of others.
- G. Skill in completing assignments accurately and with attention to detail.
- H. Skill in mediation and dispute resolution.
- I. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- A. Ability to read and interpret manuals, catalogs, shop drawings, and relevant labor agreements.
- B. Ability to operate all applicable items of equipment in a safe, courteous manner for long periods and in inclement weather as required.
- C. Ability to operate various hand and power tools and machines as applicable.

- D. Ability to operate personal computer with a general understanding of application software, and an understanding of the internet.
- E. Ability to learn office and city-specific software.
- F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- G. Ability to communicate and interact effectively with members of the public.
- H. Ability to communicate effectively both orally and in writing.
- I. Ability to recognize, analyze, and solve a variety of problems.
- J. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- K. Ability to handle difficult and stressful situations with professional composure.
- L. Ability to work successfully as a member of a team and independently with minimal supervision.
- M. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
- N. Ability to interpret and, contracts, regulations, policies, and procedures.
- O. Ability to enforce safety rules and regulations.
- P. Ability to maintain confidential information.
- Q. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- R. Ability to exercise sound judgment in making critical decisions.
- S. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: LD	Union: Basic	EEOC:	CSB: 04/05/2022	Class No:
WC:	Pay:	EEOF: Streets/Highways	CC:	Resolution: