

CREW LEADER/STREETS & DRAINAGE

Department: Public Works **Classification/Grade:** 18
Division: Streets & Drainage **FLSA Status:** Non-Exempt
Reports to: S, D & Fleet Manager **Date Approved:** _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

To clean, maintain and repair City streets, sewer lines, drains, catch basins, storm drains, traffic signs and related public works facilities throughout the City; and to maintain records of all repair work.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Oversee and supervise field personnel, which include providing training related to repair and maintenance.
3. Instruct field personnel in, and enforce safety measures regarding proper use of vehicles, machinery and related tools.
4. Perform physical labor including weed and pest control, repairing sidewalks, framing, roofing, painting, bricklaying, installing water and drainage pipes, cement work, repairing irrigation canals, street sweeping, street marking, etc.
5. Operate equipment, including backhoe, motor grader, loader and dump truck.
6. Collect information to determine reconstruction and repair needs of City streets, sewers, storm drains and traffic signs.
7. Perform periodic checks and test on safety equipment used in sewer inspection and repair.
8. Assist in the maintenance of traffic control systems including painting and stripping city streets and curbs as well as installing City signposts and signs.
9. Maintain and service facilities vehicles and equipment.
10. Assist in other Public Works projects as needed.
11. Be dependable and meet acceptable attendance requirements at all times.
12. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

- A. May assume the responsibilities of the Streets & Drainage Superintendent in his absence.
- B. Perform other related duties as assigned.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Modern methods and techniques of construction, repair and maintenance and safety procedures as they relate to public works project.

- Operational characteristics of mechanical equipment and tools used in the assigned area of responsibility.
- Advance tools, equipment, methods and techniques used to maintain streets, sewers and related public works facilities.
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Lead, coordinate and supervise field personnel in the process of carrying public works related project.
- Handle heavy physical labor.
- Adapt to varying work assignments.
- Analyze problems, identify alternative solutions, project consequences of proposed actions

Special Requirements

Residency Requirement: Must be able to respond within 20 minutes from residence.

Experience, Education & Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E.D.

Experience: One year experience in maintenance.

Training: Classes as required to perform job.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class “B” driver’s license with N endorsement. (Employee will be subject to random and other alcohol and drug testing.)

WORKING CONDITIONS:

Work is performed under the following conditions:

Work is primarily performed outside in varying and extreme weather conditions for extended periods of time where employees are exposed to excessive loud noise, vibration, dust and traffic.

Physical Requirements:

Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, frequent kneeling, stooping, walking, bending, twisting, reaching, and standing for long periods of time. Moderate amount of mental effort required. Regular lifting/carrying/pushing or pulling of objects and equipment ranging in weight from 25 to 100 lbs is required. Weekend, holiday and evening work is required.

Job Hazard/Risk Factors:

Employees risk physical hazard from mechanical and electrical equipment, exposure to live sewer systems, storm drain systems, human debris, drug paraphernalia, heavy equipment, hot tar and asphalt, working in and around trenches, hazardous gases, fumes, paint, chemicals and pesticides.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved:

September 2002