



DATE	January 2013
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Maintenance Crew Leader II
 DEPARTMENT/DIVISION: Public Works
 REPORTS TO: Varies

SUMMARY: Responsible for performing technical work and serving as a crew leader on maintenance projects in streets or drainage. Responsible for supervising project activities and providing guidance to crewmembers. Establishes scope of daily projects and monitors daily paperwork. Ensures crewmembers are cross-trained. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Serves as a lead to lower level public works maintenance crews, which includes: assigning and monitoring work; providing direction; organizing daily activities; evaluating the quality of work performed; and/or, performing other related activities.
- Coordinates the execution and completion of projects in assigned area of responsibility, which includes: scheduling equipment, manpower, and job priorities; monitoring the completion of applicable paperwork; and/or, performing other related activities.
- Performs a variety of specialized maintenance work in assigned area of responsibility.
- Installs, maintains, and repairs a variety of concrete, signs, grounds, and/or other related items in assigned area of responsibility.
- Transports a variety of equipment, supplies, and other applicable items or debris to and from job sites.
- Operates a variety of light and/or medium construction and/or maintenance equipment, which may include: breakers, track hoes, concrete cutting saws, backhoes, augers, loaders, trenchers, and/or other related items.
- Operates, maintains, and repairs a variety of hand and/or power tools in assigned area of responsibility.
- Completes a variety of logs, documents, and/or simple reports regarding quantity of materials handled, equipment operations, and/or other related information.
- Observes safe work methods and uses safety equipment. Secures work sites from hazards as needed.
- Sets up traffic warning devices and barricades and directs traffic around work sites. Checks and inspects barricades daily for proper placement and visibility.
- Prepares and cleans up work sites.
- Participates in/on a variety of meetings and training sessions.
- Monitors inventory and supply levels. Recommends replenishment of materials.
- Responds to emergency operation and on-call situations.
- Performs other duties as assigned.

POSITION SPECIFIC JOB FUNCTIONS:

Public Works

Drainage

- Serves as a lead and participates in performing a wide variety of activities in support of storm water drainage maintenance activities, which includes: maintaining undeveloped and developed channels, including silt removal bar ditch maintenance erosion repair and replacement; repairing inlets and retrieving debris; installing and repairing drains; repairing and maintaining guard rails, seed armor joints, and related items on bridges; and/or, performing other related activities.

Streets

- Serves as a lead and participates in performing a wide variety of activities in support of streets maintenance, which includes: establishing surface grades and cutting or filling as appropriate with concrete or dirt; ordering, pouring, and finishing concrete; constructing structural concrete walls, sidewalks, and storm drains; implementing temporary and permanent asphalt repair to streets, alleys, sidewalks; and/or other applicable areas; pouring concrete; and/or, performing other related activities.

Water Utilities

- Serves as a lead and participates in performing a wide variety of activities in support of water utility maintenance activities, which includes: setting up utility cuts and water relay projects; setting up transitions; repairing water and sewer lines; fixing and maintaining fire hydrants; changing out meters; investigating water leaks; testing old water meters and portable fire hydrant meters; and/or, performing other related activities. TCEQ Class C Water Distribution licenses within two years of employment. TCEQ Class II Wastewater Collection licenses or higher with two years of employment.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Lead responsibility over assigned crewmembers.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable Federal, State and Local vehicle ordinances;
- Knowledge of basic construction practices;
- Knowledge of occupational hazards and related safety precautions;
- Knowledge of inventory management principles and practices;
- Skilled in prioritizing and assigning work to lower level staff;
- Skilled in maintaining appropriate levels of inventory;
- Skilled in monitoring the work of external contractors and vendors;
- Skilled in writing, reading and comprehending instructions in English;
- Skilled in performing varied maintenance work in a safe, efficient manner;
- Skilled in performing manual labor;
- Skilled in maintaining small to medium sized equipment and trucks;
- Skilled in completing paperwork and documentation;
- Skilled in performing semi-skilled maintenance and repair activities;
- Skilled in operating, maintaining, and repairing a variety of hand and power tools;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Three years of related public works maintenance experience.
- Depending on area of assignment, other certifications may be required as a condition of employment.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of over 100 pounds.
- Work is typically performed in an outdoor environment, with potential exposure to adverse weather conditions.
- Work is occasionally performed in close quarters, high and precarious places, and near moving mechanical parts.
- Potential exposure to risk of electrical shock, vibration, fumes, and airborne particles.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.
- Must obtain a valid State of Texas Class A-CDL with tanker endorsements within three months of employment.