#### LEAD STREET REPAIR WORKER

#### **DEFINITION**

Under general supervision, leads assigned staff in the maintenance, repair and installation of asphalt and concrete.

## **ESSENTIAL FUNCTIONS**

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

## **TASKS**

Instructs, oversees and participates in the maintenance, repair and installation of asphalt and concrete; delegates and leads in work activities including street repair, sidewalk and pothole patching, street and sidewalk painting, root and dirt removal and pouring of concrete; operates, cleans and maintains vehicles and equipment; inspects work areas for safety upon work completion; communicates progress, problems and completion of work to supervisor; notifies residents of current or future street maintenance or improvement projects.

Updates and maintains computer files and enters daily work orders completed and in progress; notifies supervisor of materials or equipment necessary to complete work orders and assists in the requisition and purchasing of materials and supplies; assists in the implementation of safety procedures and guidelines for street maintenance staff; assists in training subordinate staff; prioritizes work activities of assigned staff; monitors and assists in the evaluation of work activities for assigned staff.

## **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS**

Knowledgeable of asphalt and concrete maintenance, repair and installation methods and techniques Knowledgeable of occupational hazards and safety guidelines

Knowledgeable of personal computer hardware and software

Skilled in the safe use of power and hand tools and heavy equipment used in street maintenance

Skilled in prioritizing and monitoring street maintenance activities

Skilled in establishing and maintaining effective working relationships

Ability to follow instruction using the English language

## **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Work is performed in an outdoor environment. Work may require frequent standing, walking, bending and lifting up to 50 pounds. Incumbents may be exposed to repetitive motion, extreme temperatures and weather, moving traffic and areas under construction.

# **QUALIFICATIONS**

A high school diploma or equivalent, **AND** three (3) years experience in concrete and asphalt improvement projects and heavy equipment operation; **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid Class B California Driver's License.

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