

CITY OF BRISBANE

PUBLIC WORKS MAINTENANCE TEAM LEADER

Definition

Under general supervision of the Public Works Superintendent, Public Works Supervisor, or, Director of Public Works/City Engineer, supervises multiple crews and personally performs a variety of semiskilled and skilled tasks involved in the construction, modifications, maintenance, repair and operation of City infrastructure, including streets, parks and landscaped areas, trees, storm and sanitary sewers, and water and wastewater systems; and participates in the more complex public works construction and repair work; and completes other duties and assignments as directed.

Class Characteristics

This experienced-level class has functional and technical responsibilities for multiple crews of Maintenance Worker classes; works as a member of a crew and performs the more difficult and complex public works maintenance and repair tasks that require knowledge and skill in the general trade fields; and assists with supervising, training and directing of less experienced staff. This classification may also be responsible for the oversight of contractors (i.e., water tank cleaning, sewerline video inspections, landscape maintenance, street sweeping, traffic signal maintenance, etc.). This classification also has administrative and fiscal oversight responsibility for specific programs and/or projects. This classification also performs any and all of the duties set forth in the lower-level classifications in the series.

This class is distinguished from the Public Works Lead Maintenance Worker in that the latter has responsibility for one maintenance crew, while the former has responsibility for multiple crews (i.e., Water and Sewer/Storm Drain Teams; Building/Lighting/Streets and Recreational Buildings/Turf & Landscape Teams), or a single crew and significant additional duties such as serving as an ombudsman between the Department of Public Works and citizens. This class is distinguished from the Public Works Supervisor in that the latter has departmental and administrative support responsibilities, in addition to assigning, supervising, reviewing and evaluating the work of the Public Works Lead Maintenance Workers and the Public Works Maintenance Workers.

Examples of Duties (Illustrative Only)

All Assignments

- Review and recommend approval of bi-weekly timesheets for all assigned employees.
- Review payables of assigned departments for conformance with approved budget.
- Complete personnel evaluations and performance counseling for all assigned employees.
- Procure work material necessary for scheduled operations and for standing inventory.
- Troubleshoot maintenance and repair problems.
- Direct the work of assigned crews on a project basis; assists with the training and direction of new or temporary staff.
- Interact with assigned Engineering Division personnel to obtain technical assistance when necessary, to review draft Capital Improvement Projects and potential impact of encroachment permits (as appropriate/necessary), and to receive direction on implementation of regulatory policies.

- Interact with Marina staff regarding construction, modification, maintenance, repair and operation of the city Marina -
- Contact residents and businesses to inform them of scheduled work to be performed.
- Respond to questions, inquiries, complaints, and emergency calls from the public, subordinates, and other agency departments, and take the appropriate course of corrective action, as necessary.
- Ensure timely completion of Service Requests.
- Operate a variety of vehicles and construction equipment.
- Schedule and oversee service, maintenance and repair on a variety of hand and power tools, vehicles and equipment.
- Maintain logs and records of work performed and materials and equipment used.
- Report the need for major contract repair or maintenance of facilities and equipment.
- Respond to emergency situations, as necessary.

Buildings and Grounds Team Leader

- Plant, water, fertilize and remove annual and perennial plantings and maintain landscaped areas in an attractive condition.
- Mow and rake grass areas; edge grass areas and remove weeds from landscaped and grass areas.
- Prune and hedge shrubs and trees in parks and street areas.
- Maintain playground equipment in a safe operating condition.
- If appropriately certified, apply herbicides and pesticides as required.
- Empty trash containers and remove trash from parks, landscaped areas and other City properties.
- Plant, trim, water, stake and maintain City trees; removes dead or unwanted trees.
- Maintain public facilities, shop areas and other buildings in a clean and orderly condition, performing regularly assigned custodial work.
- Perform basic remodeling to City facilities; paint the inside and outside of all City buildings; removes graffiti and repairs vandalism.
- Repair and replace plumbing fixtures, as required.
- Inspect and perform routine maintenance on HVAC equipment.
- Repair, replace and maintain interior and exterior lighting systems, including street lights.
- Use an airless paint sprayer, mix, thin and apply paint and stripes streets, crosswalks and stop sign bars; replace reflective pavement markers.
- Maintain and replace street signs, appurtenant traffic control devices, and guardrails.
- Remove concrete, build forms and repair sidewalks and curbs & gutters; perform other concrete work around City buildings as required.
- Excavate and prepare potholes for patching on streets and alleys. Load cold and hot mix, asphalt and patching oil; apply and finish as required.

Marina Team Leader / Ombudsman

- Acts as an intermediary between citizens and local businesspersons, and the Department of Public Works. Reviews citizen service requests, and forwards as appropriate. May identify organizational roadblocks running counter to constituent interests, and recommend changes to direct supervisor. Receipt of phone calls and requests for service is not limited to standard established working hours.
- Provide oversight for Marina Maintenance Workers I/II staff, in collaboration with the Director of Marina and Aquatic Services and/or Public Works Director/City Engineer.
- Repairs docks, storage lockers, piers and access ramps; performs maintenance painting on all building and facilities and applies wood preservatives; repairs security gates as required.

- Rewires docks to meet tenant needs; maintains lighting circuits for boater safety and performs related basic electric maintenance work.
- Maintains and repair pumps, irrigation and plumbing facilities.
- Maintains Marina landscaping and parking areas in a clean and orderly condition.
- Troubleshoots maintenance and repair problems, determines materials and equipment required for repair; may purchase materials and supplies from established suppliers.
- Responds to emergencies and protects boats and personal property from damage.
- Inspects and performs service, minor maintenance and repair on a variety of hand and power tools, vehicles and equipment.
- Maintains logs and records of work performed and materials and equipment used.

Utilities Team Leader

- Excavate and prepare potholes and excavations related to utility line repair for patching on streets and alleys.
- Load cold and hot mix, asphalt and patching oil; apply and finishes as required.
- Use an airless paint sprayer, mix, thin and apply paint and stripes streets, crosswalks and stop sign bars; replace reflective pavement markers and street signs.
- Remove concrete, build forms and repair sidewalks and gutters that have been damaged or need repair after water or wastewater line work; perform other concrete work around City buildings as required.
- Clean storm drain lines and catch basins, sidewalks, and other appurtenances using a variety of hand and power tools and equipment.
- Maintain, clean, repair and flush underground storm and sanitary sewer collection systems; and install new service laterals. Complete CCTV video inspections of lines. Perform in-line pest control activities of sanitary sewer lines.
- Inspect, operate and maintain sewage lift stations.
- Determine the location of underground lines and mark them accordingly.
- Operate backhoe in digging trenches for pipe; operate trencher in digging narrow trenches; operate loader in loading truck; operate dump truck; set up tapping machines and tap into main lines.
- Set up and operate auger machine to bore openings under highways and sidewalks.
- Measure and cut pipe.
- Install mains, service laterals, copper tubing, hydrants, valves, meters and meter boxes; read water meters.
- Operate and repair valves as needed.
- Inspect, operate and maintain pump stations and water reservoirs.
- Read grade stakes for water service, meter height, and fire hydrants.

Qualifications

Knowledge of:

- Maintenance principles, practices, tools and materials for maintaining and repairing a variety of facilities, buildings, grounds and equipment such as found in the City.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Occupational hazards and safety regulations.
- Safe work methods and practices.
- Principles and practices of supervision, training and performance evaluation.
- Applicable codes and regulations.

- Shop arithmetic
- Safe driving rules and practices.
- Basic traffic control procedures.
- Budgeting principles and techniques.

Skill in:

- Planning, organizing, and supervising the work of subordinate employees.
- Providing appropriate instruction, advice and assistance on maintenance and repair problems to obtain effective results.
- Effectively supervising work of assigned personnel and completing program objectives and projects.
- Accurately interpreting and enforcing rules and regulations relevant to the position.
- Reviewing organizational and administrative problems and recommending and implementing effective courses of action.
- Acquiring a thorough knowledge of applicable programs, policies and regulations of the City and other government agencies.
- Performing semiskilled construction, modification, maintenance and repair work on a variety of facilities, buildings, grounds and equipment such as found in the City.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Using and maintaining tools and equipment related to the work skillfully and safely.
- Making accurate arithmetic calculations.
- Reading and interpreting construction drawings and specifications.
- Maintaining accurate logs, records and basic written records of work performed.
- Understanding and following oral and written directions.
- Working independently or in a team situation.
- Communicating clearly and concisely, both orally and in writing.
- Operating standard office equipment, including a computer.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Education:

Equivalent to graduation from high school.

Experience:

Four years of increasingly responsible full time experience in public works related operations and maintenance, including construction, maintenance and repair of street, sewers, storm drains, and related public works infrastructure.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record. Specified positions may require possession of a class B or A driver's license. Utilities Team Leader requires certification as a Water Distribution Operator II issued by the State of California and requires California Water Environment Association Level 2 Collection certification, both in a time frame specified by the City. Buildings and Grounds Team Leader requires certification as a Certified Landscape Technician (maintenance and irrigation) issued by the California Landscape Contractors Association and a Qualified Applicator Certificate issued by the Department of Pesticide Regulations in a time frame specified by the City. Such certifications shall be maintained during employment.

Working Conditions:

Will be required to work in both an office environment and outdoors, including working in inclement weather and emergency situations. Must be willing to work evenings, weekends, extended hours and respond off-hours to various emergency situations. Must be available for regular standby assignments. Must be willing to work out of doors in all weather conditions and with exposure to traffic and potentially hazardous conditions.

Physical Demands:

Must possess strength, stamina and mobility to perform heavy physical work, use varied hand and power tools, drive a motor vehicle and heavy construction equipment and lift and move materials and equipment weighing to 90 pounds and heavier weights with the use of proper equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio.

Approved Date: May 3, 2010
Resolution: 2010 - 15

Revised Date:
Resolution:

Bargaining Unit: Mid-Management/Professional
Resolution: 2010 - 16

Former Titles:

Abolished: