

CITY OF SAN JUAN CAPISTRANO

Senior Public Works Specialist

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To lead, coordinate, and prioritize maintenance service requests and to participate in a variety of maintenance functions involving public land and facilities, including City public buildings and facilities, streets, landscaping, trees, parks, and parkways, irrigation systems, weed abatement, sewer and drainage systems, equestrian areas and trails, and right-of-way; to inspect maintenance work done by contractors for conformance with City standards and work specifications; to assist in administering maintenance contracts; and to perform other functions as assigned.

DISTINGUISHING CHARACTERISTICS

The Senior Public Works Specialist is distinguished from the Public Works Specialist II by its greater level of responsibility and judgment in prioritizing field assignments for small crews, tracking completed service orders, purchasing supplies, training and checking the work of personnel, and demonstrating skilled equipment use.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Manager. May receive general supervision from higher level supervisory or management staff. This position provides lead supervision over assigned Public Works Specialists I and II.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Organizes, assigns, and participates in all public land and facilities maintenance activities, including City buildings and facilities, parks, parkways, landscaped areas, irrigation systems, trees, streets maintenance, sewers and drainage systems, weed abatement, graffiti removal, and equestrian areas, walking and biking trails, and rights-of-way.
2. Lays out and assigns tasks to crew members based on work priorities and service needs given daily and planned maintenance schedules.
3. Trains Public Works Specialists in proper and safe work procedures and use of equipment; sets up and demonstrates proper use of tools, equipment, and vehicles; observes work in progress and upon completion evaluates productivity, quality, safety, and compliance with applicable work methods in conformance with City standards and requirements.

4. Provides assistance in administering, monitoring, and overseeing maintenance contracts, and ensuring that safety standards and City policies and procedures are followed; sets up and takes down traffic warning devices and barricades for traffic control purposes.
5. Operates and demonstrates the proper use of a variety of types of maintenance equipment including water truck, loader and backhoe, dump truck, roller, cement mixer, air compressor, mowers, forklift, sewer line cleaning equipment, and basic hand and power tools such as chain saw, weed eater, power drills, and related equipment.
6. Maintains and repairs curbs, gutters, sidewalks, streets, and other related areas; digs ditches and backfills trenches and holes; breaks and repairs concrete and asphalt surfaces as needed; maintains, cleans, and repairs sewer lines, storm drains, and drainage ditches; repairs or replaces above ground sewer lines.
7. Maintains City rights-of-way; eradicates weeds around roadways; picks up litter on medians, gutters, curbs, and related areas; assists with coordinating and scheduling tree trimming and checks completed work to ensure conformance with planned schedules and use of contract labor and materials.
8. Maintains and cares for street and park trees to ensure public safety; trims and prunes trees to keep streets and sidewalks clear.
9. Installs, maintains, and repairs traffic signs and markers; maintains and repairs City's street lights.
10. Inspects City buildings and facilities for potential damage and safety hazards; prepares work orders; assigns or makes repairs; assists with weed, pest, graffiti removal, and litter abatement.
11. Performs a variety of building maintenance, renovation, and modification work to include plumbing, carpentry, electrical, and heating and air conditioning tasks; performs preventative maintenance on tools and equipment.
12. Maintains park grounds including maintenance of trees, shrubs and lawns; maintains bicycle and equestrian and walking trails and small structures; participates in the preparation, application and use of chemicals, fertilizers, and pesticides.
13. Coordinates and provides assistance at fairs, parades, and other special events; sets-up and takes down equipment.
14. Responds to call-back emergency assistance given maintenance needs.
15. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and maintenance and repair functions involving streets, parks, parkways, trees, landscaped areas, irrigation systems, sewer and drainage systems, buildings and facilities. Work methods, practices, and procedures for different types of job assignments, and safe and efficient use of tools and equipment.

Principles of lead supervision and training methods.

Proper operation and maintenance of equipment and troubleshooting methods.

Proper methods for use and storage of hazardous materials.

Traffic control and safety practices involving streets, parks, parks, and other field work.

Principles and procedures of record keeping and reporting; safe driving principles and practices.

Skills and Abilities to:

Planning, organizing, assigning, leading and inspecting work assigned employees.

Analyzing complex maintenance problems and determining appropriate actions.

Operating and maintaining a variety of equipment and tools in a safe and effective manner.

Determining material resources and tasks required for different jobs.

Training and staff and demonstrating proper use of equipment and tools.

Reading, interpreting, and applying a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Interpreting and applying policies, procedures, and standards and performing skilled trades tasks;

Communicating effectively, both orally and in writing.

Establishing and maintaining effective working relationships with staff, contractors, public, and other others encountered in the course of work.

Experience and Education:

Any combination of experience and training that would likely provide required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience in the maintenance and repair of public streets, parks and landscaped areas, trees, storm and sewer drainage, and other public grounds and facilities.

Education:

Equivalent to the completion of the twelfth grade or General Education Diploma.

Licenses and Certificates:

Possession of a valid Class C driver's license and the ability to complete CPR and First Aid certification.

WORKING CONDITIONS

Environmental Conditions:

The employee constantly works outdoors and is subject to variable weather conditions and traffic, heat, dust, moisture and wetness as well as mechanical and electrical hazards, including applied chemicals. The employee is subject to loud construction noise in particular areas such as power tools, compressors, chippers, and large-scale motorized equipment. The employee must have the ability to travel to different maintenance sites. Depending upon the assignment, the employee may be required to be available for stand-by and emergency call service.

Physical Conditions:

The essential functions require frequent walking, sitting, and standing for prolonged periods of time. Sensory demands require the ability to constantly hear and talk, both in person and by using a telephone, and the ability to use hand and power tools and other equipment. Specific vision acuity required by this job includes close vision and the ability to adjust focus to perform a variety of maintenance duties. The employee may be expected to operate loaders and backhoes, and related maintenance vehicles and jackhammers, stump grinders, concrete cutters, and other specialized equipment, and use shovels, hoes, brooms, and other tools given job assignments.

Physical demands include bending, stooping, squatting, climbing, crawling, and reaching above and below shoulder level and the ability to carry materials, supplies, and tools weighing more than 50 pounds.