



Storm Maintenance Lead Worker

Department:	Public Works – Stormwater	Pay Grade:	N
Bargaining Unit:	Teamsters	FLSA Status:	Non-Exempt
Revised Date:	June 2013	Reports To:	Street/Stormwater Manager

POSITION PURPOSE: Under general direction, performs a variety of journey-level duties in the construction, maintenance, and repair of the City storm water system; schedules, assigns, reviews the performance of storm water maintenance activities; trains and provides work direction to assigned storm water maintenance staff; maintains a variety of records and reports; serves as supervisor in the absence of the Manager.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates and assigns daily work activities; coordinates schedules and tasks and verifies that tasks are achieved.
- Meets regularly with staff to discuss and resolve daily priorities, workload and technical issues and makes effective suggestions and recommendations.
- Inspects work performed to assure quality work products, effective use of resources and participates in the performance evaluation process.
- Recommends disciplinary, promotional or other personnel actions as necessary and coaches and trains staff and verifies that standards are met.
- Maintains City storm water infrastructure including: new storm installation, catch basins, pipelines, detention systems, storm filters, ditches, culverts, grass swales, stream banks and other related storm water collection and/or structures.
- Manages street sweeping program including: scheduling sweepings, analytical testing, researching disposal options and disposal arrangements for vector waste sweepings.
- Purchases safety supplies for the crew and prepares price quotes and orders materials for storm drain installation, pipe, catch basins, frame and grates, sand, gravel and cold mix.
- Organizes and maintains annual maintenance program and schedule for all City-owned drainage structures.
- Maps new storm systems, private detention systems and illicit discharge into City-owned systems; coordinates public education of storm water quality; stays current on NPDES requirements for storm water run-off; trains new staff on City procedures and policy.

JOB DESCRIPTION

Storm Maintenance Lead Worker

- Operates snow and ice removal equipment during the winter months including: sanding, plowing, conducts anti-ice application to priority streets.
- Responds to emergency situations City-wide including: downed trees, pot holes, accidents, plugged drains, flooding, downed signs and signal malfunctions.
- Responds to questions and provides information to the public on work in progress or work that is scheduled; provides information to contractors on City requirements and City storm system.
- Manages the list of asphalt repairs City-wide including: potholes, utility crossing, sinkholes and berms for street, storm, water and sewer; prepares annual priority list of streets to crack seal.
- Enforces safety regulations, procedures and practices including use of protective equipment.
- Operates vehicles, tools and equipment in a safe and proper manner; coordinates with contractors and receives bids on small drainage projects; maintains a variety of records and reports and serves as supervisor in the absence of the Manager.

Required Knowledge of:

- Maintenance and repair procedures, practices and methods used within the storm water maintenance area.
- Methods, equipment and materials used in storm water maintenance work.
- Policies and objectives of City storm water maintenance systems and activities.
- Local topography and geography.
- Applicable laws, codes, regulations, policies and procedures of assigned City systems and activities.
- Health and safety standards, rules and regulations.
- Technical aspects of field of specialty.
- Effective oral and written communication principles and practices to include public relations.
- Record keeping, report preparation and presentation techniques and practices.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to perform assigned work.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Lead work and training principles, methods and techniques.

Required Skill in:

- Participating in the scheduling, assigning, reviewing and performing of drainage construction and maintenance activities.
- Performing a variety of specialized duties in the maintenance and repair of City drainage systems.
- Performing a variety of maintenance and repair of City drainage structures and systems.
- Operating specialized tools and equipment used for storm water related activities.

JOB DESCRIPTION

Storm Maintenance Lead Worker

- Performing heavy physical labor.
- Planning and organizing assigned work and meeting schedules and time lines.
- Interpreting and applying applicable federal, state, and local policies, laws and regulations.
- Monitoring and practicing safe work practices.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Compiling, preparing, and maintaining a variety of records, files and reports.
- Communicating effectively verbally and in writing, including public relations.
- Leading, training and delegating tasks and authority.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma/GED Certificate supplemented by coursework in storm water construction and maintenance and five years of related experience in public works maintenance and operations including three years of experience in storm water construction and maintenance with responsibility for performing lead or supervisory oversight of projects, programs and/or staff.

An equivalent combination of education, training and experience which allows the incumbent to successfully perform the essential functions of the position may also be considered.

Required Licenses or Certifications:

- Valid Driver's license required at time of hire. State of Washington Driver's License required within 30 days from date of hire.
- Class A CDL with air brake and tanker endorsements.
- Valid CPR, First Aid, AED, and Bloodborne Pathogen Cards.
- Valid Flagger Certification.
- Other specialty certifications/licenses as required by state and federal law and/or OSHA and WAC regulations may be required within a specified period of time after hire.
- A criminal background check is required following a verbal offer of employment. Criminal history is not an automatic employment disqualifier. Results are reviewed on a case-by-case basis.
- This position is subject to drug and alcohol testing in accordance with USDOT requirements.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

Physical Abilities:

- Walking or otherwise moving over rough terrain.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating various equipment and tools.
- Reaching overhead, above the shoulders and horizontally, bending at the waist, gripping, kneeling or crouching, stooping, crouching, reaching, pushing, pulling and twisting or otherwise positioning oneself to accomplish tasks.
- Ascending/descending, ladders and inclines.
- Working at heights, working on a high ladder and working in a confined space.
- Working in a noisy work area, working in direct sunlight, working in outside temperature extremes and working in dampness.
- Heavy physical labor, including lifting/carrying or otherwise moving or transporting 50-100 pounds.
- Operating a passenger vehicle, heavy truck, heavy equipment and rotating machinery.
- Reading and understanding printed and electronic messages and related materials.
- Hearing voice conversation and hearing alarms.
- Possessing close vision, far vision, side vision, depth perception, night vision and color vision.
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Working around and with machinery having moving parts.
- Adverse weather conditions.
- Working in and around moving traffic.
- Exposure to smoke, noxious odors, toxic fumes and chemicals, epoxy chemicals, poison oak or ivy, dust or pollen, insect stings, solvents, oil and ink.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____