

## PUBLIC WORKS LEAD PERSON

A lead person is a working leader. He/she performs tasks substantially similar (in terms of nature and level) as the employees under his leadership. In addition he/she has responsibility for assisting the City Administrator in carrying out certain aspects of the supervisor's responsibility.

A lead person can function anywhere on a continuum of tasks from merely answering technical questions or handling the more difficult assignments at one end to performing a full range of stronger tasks such as assigning tasks within the work project, and reviewing work; at the other end.

While some supervisory duties may be performed, lead persons do, in fact, perform duties substantially similar to subordinates. Lead persons exercise of authority must be routine or clerical in nature. Routine means common, everyday regular or customary. Clerical means without discretion. Performance of one or more supervisory functions must not be on a regular and/or continuous basis.

It is appropriate for the lead person to:

- Perform functions specified in the class when lower level crew members are doing different functions associated with the class, or
- Perform functions specified in the class along with other crew members who are also performing similar or the same functions.

What a lead person may not do is simply "oversee" the work of others doing work typical for the class; the lead person is required to work with the crew.

**Public Works Lead Position:** (this is not the Supervisor of Public Works position)

**DEFINITION**

Under general supervision of the City Administrator, the public works lead person performs the normal duties of his/her hired position, is the main contact between the public works crew, City Administrator and staff, in parks, water, storm water, sewer, streets operations, maintenance, repair and /or construction work including providing assistance to hired contractors, exercises direct field supervision over crews engaged in service, maintenance, and repairs.

**SUPERVISION RECEIVED**

The Public Works Lead Person works under the general direction of the City Administrator.

**SUPERVISION EXERCISED**

The Public Works Lead Person is occasionally a working supervisor position. The position exercises direct supervision over crews engaged in the service, maintenance, and repair in various departments.

**DISTINGUISHING CHARACTERISTICS**

Positions assigned to this class are distinguished from the class of Maintenance Worker I by the performance of more skilled and complex assignments, and the requirement to supervise a small crew in the capacity of lead-worker. A Lead Maintenance Person may, however, also be required to perform duties similar to those customarily performed by a Maintenance Worker I. Work assignments also may involve considerable skill in various construction and mechanical crafts, and the operation of heavy construction and maintenance equipment.

**EXAMPLES OF DUTIES (Illustrative Only)**

Assigns and reviews work of Maintenance Workers I and seasonal staff; trains, supervises, and reviews work of assigned staff; provides input into performance evaluations and performance issues;

Inspects and/or repairs equipment at frequent intervals to insure that all aspects of the systems/equipment are safe and functioning properly; maintains a variety of records relating to inspections, maintenance activity, materials supply;

Determines and marks the locations of water and sewer lines from the appropriate sources prior to excavation;

Responds to complaints and resolves problems regarding functional areas such as tree conditions, building lighting, water leaks, parks facility issues;

Ensures the proper maintenance of equipment and tools assigned to their area of responsibility by checking equipment and tools and maintaining maintenance records, and refers defects to supervisory staff;

Safely operates vehicles/equipment of various sizes and weights in the loading, hauling and unloading of various equipment, soil and sand, concrete, performance of tree work; and other job functions; operates pneumatic tools and power tools;

Oversees and participates in construction and maintenance projects as part of a crew, including laying pipe, trenching and backfilling, prunes trees and shrubs in conformance with established professional practices and safe working methods;

Performs set up of traffic safety work zones utilizing traffic safety control devices as needed for work performed in areas such as medians, right-of-ways, streets, and parks;

Cleans, installs, repairs and tests water and sewer lines, service connections, meters, valves, hydrants and other related facilities;

Performs skilled work in the repair and testing of pumps, motors, control systems and related equipment; performs vehicle routine service;

Constructs concrete forms and mixes, pours and finishes cement, performs skilled carpentry, plumbing, welding and pipefitting, painting and mechanical repairs;

Prepares and accomplishes the paving or construction of streets using all manual and motorized equipment available for this work;

Reads, tests and repairs water meters, provides advice, assistance and services to utility customers; performs heavy manual labor as required.

Informs the City Administrator when all public works employee certifications are due and of CEU classes needed. Performs all other duties as assigned

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

The purposes, use and maintenance of hand tools, general construction and maintenance methods, materials and terminology as directly related to the employee's departmental assignment. This knowledge includes but is not exclusive to the following: advanced knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities including, hazards associated with the work and proper safety precautions; traffic laws, ordinances, and rules involved in truck and heavy equipment operations; purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment; standards relating to installation, location and required maintenance of street trees; construction materials, paints and a variety of other materials used in maintenance work; equipment, methods, and materials used in the installation, repair, maintenance, and cleaning of city parks and facilities, preparation and operation of spray painting equipment; methods of installing and maintaining play equipment, materials, methods, practices, equipment and elements of construction technology as they relate to the assigned operations, construction, maintenance and repair activities; types and level of maintenance and repair activities generally performed in streets, water, and storm/wastewater collections program; principles of personnel supervision and training; regulatory safety programs and procedures, pertinent sections of health, safety and labor codes as directly related to assigned

work; word processing and spreadsheet applications and internet usage necessary for job assignment as well as technical report writing.

**Ability to:**

Perform skilled maintenance, construction, and repair work in the area of work assigned; perform heavy manual tasks; work safely and adhere to established safety principles and practices; communicate effectively verbally and in writing; establish and maintain effective working relationships with co-workers, city employees in other departments, and the public; work effectively in the absence of close supervision; operate a variety of vehicles and equipment in a safe and effective manner; read and interpret basic maps and diagrams; understand and carry out written and oral instructions, plan, estimate, direct, coordinate, schedule and review the work of others; identify and implement effective courses of action to complete assigned work; use lead by example methodology; keep records and make reports, communicate clearly and concisely, both orally and in writing; estimate, direct, coordinate, schedule and review the work of others; and operate and maintain equipment and tools used in the field.

**Education and Experience**

Graduation from high school or possession of a GED along with at least one year of experience as a crew leader of a skilled worker in public works, parks, facilities and /or utility construction and maintenance; and completion of the probationary period for the position at a level comparable to a Maintenance Worker II with the City of Port Orford.

**SPECIAL REQUIREMENTS:**

Possession of a valid Class “B” Commercial Driver’s License or the ability to obtain within six months of hire.

Possession of a Work Zone Safety Certification

**Water Supply and Distribution:**

Possession of a Grade 2 Water Treatment Certificate, a Grade 2 Water Distribution Operator Certificate and Filter Endorsement issued by the State of Oregon

**Wastewater Collections:**

Possession of a Grade 2 Wastewater Treatment and Collection Certificate as issued by the Oregon Department of Environmental Quality (DEQ)

**TOOLS AND EQUIPMENT USED**

As related to assigned department: motorized vehicles and equipment such as dump trucks, pick-up trucks, utility vans or trucks, brush chippers, forklifts, back hoes, wheel loaders and tractors; tampers; chain saws; pumps; compressors; sanders; generators; hydraulic cleaning equipment, vacuum excavator vehicles, common hand and power tools; traffic control devices; telephones; radios and personal computers.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires the maintenance of physical conditioning necessary to operate motorized equipment and vehicles while performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand; talk and hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must frequently lift and /or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and vehicles and is frequently exposed to wet and/or humid condition and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee may be required to work night, early morning, or weekend hours, depending on workload factors, in addition to normally scheduled work hours. The noise level in the work environment can be loud. In addition, if assigned to Public Services, may have contact with sewage, hazardous traffic situations, high-pressure water and hazardous chemicals.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Port Orford and any employee and is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable MOU provisions.

**Responsibility Typically Appropriate for:**

<b>Responsibility</b>	<b>City Admin</b>	<b>Lead Person</b>
Selecting employees	X	
Training employees		X
Providing input on performance appraisals and development plans	X	X
Providing input on performance		X
Assigning work	X	X

Assigning tasks within the work assignment	X	X
Reviewing work (deadlines and quality)	X	X
Approving overtime, time off, vacation, sign off time sheets	X	
Disciplining employees (formal and informal)	X	
Rewarding employees (commendation letters)	X	X
Preparing and approving budget requests	X	
Preparing recommendations relating to plans, budget requests, procedures and policies within the work unit	X	X
Approving changes in plans, procedures and policies within the work unit	X	
Working to resolve employee grievances	X	
Set work hours (alternate work schedules, shift, overtime)	X	
Order travel, sign travel expense claims	X	
Justify, request and approve equipment and /or supply orders	X	

**The lead person assists management in establishing program goals and objectives.**

<b>Responsibility To Management</b>	<b>City Admin</b>	<b>Lead Person</b>
Communication and application of organizational mission and goals within the individual shops	X	
Communication and implementation of policies and procedures	X	X
Provide input on development of project work plan	X	
Ensure project work plan is followed		X
Provide input on action steps, time frames, and resources for achieving goals and objectives		X
Evaluate and keep management apprised of status & progress of work including delays, modifications, and/or problems		X
Identify and elevate issues to management		X
Identify and request resources needed to efficiently and effectively accomplish work objectives		X

**Motivate people to work toward achieving organizational goals**

<b>Responsibility To Team Members</b>	<b>City Admin</b>	<b>Lead Position</b>
Visualizing the requirements of production/service and the needs of people and how to balance the two	X	
Motivating, training, and creating a positive climate for change	X	X
Facilitation of assessment of team's knowledge, skill and ability for accomplishing project/tasks		X
Provide necessary on-the-job training, coaching, mentoring		X
Ensure decisions made are congruent with the goals and objectives of the project	X	X
Resolving issues through agreeable solutions or consensus, using active listening and non-threatening questioning techniques	X	X
Communicate on a timely basis with management, team members, and others who need to know or be involved		X
Coordinate work goals and objectives: • act as a contact person for unit		X

<ul style="list-style-type: none"> <li>• obtain input and involve team members regularly; listen to feedback</li> <li>• facilitate completion of work assignments ensure that resources, supplies, and materials are available</li> </ul>		X
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To successfully accomplish the individual responsibilities supervisor and lead person work as a team.

Responsibility	City Admin	Lead Person
Technical knowledge of methods and/or equipment to keep employees' respect	X	X
Setting and maintaining reasonable job standards and helping employees reach and exceed those standards	X	X
Realizing that people change and that their evolving needs and expectations must be known and accommodated. Consciously building a positive culture and attitude in the work area because the spirit of a group is far more powerful and lasting than all of the rules, regulations, and memoranda combined	X	X
Scheduling and attending meetings that impact the group or where decisions are being considered	X	X
Keeping the team informed	X	X
Facilitate completion of work assignments ensure all team members are properly equipped to accomplish their tasks	X	X
Ensuring timely communication involves all team members and management prior to final decision. Include anyone impacted by the program or anyone who can provide input, vital information, statistics, legal opinions	X	X
Ensure that the unit meets established goals	X	X
Solicit feedback from the team	X	X





## SKILLS AND ABILITIES

List any special training, certificates, professional or vocational licenses, registration, machine skills, office equipment skills, languages, or other special job-related skills including computer equipment and programs you can operate and typing/word processing speed you may have that are pertinent to the position for which you are applying:

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## EMPLOYMENT HISTORY

Beginning with your present or most recent job, describe your work experience during the past ten years. In addition, list any other prior experience related to the duties of the position for which you are applying, including all non-paid or volunteer work.

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Employing Firm	Address	Phone #
<hr/>		
Job Title	Supervisor's Name/Title/Phone	
Specific Duties: _____ Full-time _____ Part-time		
<hr/>		
<hr/>		
Employed From _____ To _____		
Reason for leaving _____		Starting Salary \$ _____
May we contact this employer for reference? _____ Yes _____ No		Ending Salary \$ _____

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Employing Firm	Address	Phone #
<hr/>		
Job Title	Supervisor's Name/Title/Phone	
Specific Duties: _____ Full-time _____ Part-time		
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Employed From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_

May we contact this employer for reference? \_\_\_\_\_ Yes \_\_\_\_\_ No Ending Salary \$ \_\_\_\_\_

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Employing Firm

Address

Phone #

Job Title

Supervisor's Name/Title/Phone

Specific Duties: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time

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Employed From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_

May we contact this employer for reference? \_\_\_\_\_ Yes \_\_\_\_\_ No Ending Salary \$ \_\_\_\_\_

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*If additional space is required, please attach necessary pages to application form.*

I certify that all answers and statements I have made on this application (resume or other supplementary material) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire and for immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, charter, and qualifications. I understand that if selected I may be required to undergo a physical examination, drug screening, for background investigation.

I will be responsible for familiarizing myself with all rules and regulation of the Employer as they presently exist or are later modified. I recognize that my employment can be terminated, at the discretion of the Employer without notice, at any time, except as specifically set forth in writing in a current individual employment agreement or collective bargaining agreement.

Applicant Signature

Date