



<b>DATE</b>	October 2023
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Maintenance Crew Leader II  
 DEPARTMENT/DIVISION: Public Works  
 REPORTS TO: Varies

**SUMMARY:** Responsible for performing technical work and serving as a crew leader on maintenance projects in the Public Works Department. Responsible for supervising project activities and providing guidance to crewmembers. Establishes scope of daily projects and monitors daily paperwork. Ensures crewmembers are cross-trained. Work is performed with limited supervision.

**ESSENTIAL JOB FUNCTIONS:**

- Serves as a lead to public works maintenance crews, which includes assigning and monitoring work; providing direction; organizing daily activities; evaluating the quality of work performed; and/or, performing other related activities.
- Coordinates the execution and completion of projects in assigned area of responsibility, which includes scheduling equipment, manpower, and job priorities; monitoring the completion of applicable paperwork; and/or, performing other related activities.
- Performs a variety of specialized maintenance work in assigned area of responsibility.
- Installs, maintains, and repairs a variety of items in assigned area of responsibility.
- Transports a variety of equipment, supplies, and other applicable items or debris to and from job sites.
- Operates a variety of light and/or medium construction and/or maintenance equipment, which may include breakers, track hoes, concrete cutting saws, backhoes, augers, loaders, trenchers, utility crane truck, skid steer, concrete breaker, snowplows, sanders, concrete trucks, trench rollers, rollers, and/or other related items.
- Operates, maintains, and repairs a variety of hand and/or power tools in assigned area of responsibility.
- Completes a variety of logs, documents, and/or simple reports regarding quantity of materials handled, equipment operations, and/or other related information.
- Observes safe work methods and uses safety equipment. Secures work sites from hazards as needed.
- Sets up traffic warning devices and barricades and directs traffic around work sites. Checks and inspects barricades daily for proper placement and visibility.
- Prepares and cleans up work sites.
- Participates in/on a variety of meetings and training sessions.
- Monitors inventory and supply levels. Recommends replenishment of materials.
- Responds to emergency operation and on-call situations.
- Participates in Winter Weather Operations

- Trains and develops new hires to become proficient in their positions utilizing the established training documentation, as well as being prepared for future promotional opportunities.
- Performs other duties as assigned.

## **POSITION SPECIFIC JOB FUNCTIONS:**

### **Public Works Special Operations**

- Serves as a lead and participates in performing a wide variety of activities in support of storm water drainage maintenance activities, which includes: Inspecting and repairing inlet boxes, storm pipes, flumes, head walls, culverts, and bar ditches; blading and grading alleys; pressure washing and painting screening walls; installing and repairing guardrails and dome posts; inspecting and maintaining bridges and railroad crossings for structural integrity; and performing any other assigned duties.

### **Asphalt**

- Serves as a lead and participates in performing a wide variety of activities in support of maintenance activities, which includes: Patching potholes, performing full-depth street and alley repairs with asphalt, asphalt overlays; inspecting and maintaining railroad crossings for structural integrity; mitigating trip hazards in sidewalks; and performing any other assigned duties.

### **Streets**

- Serves as a lead and participates in performing a wide variety of activities in support of streets maintenance, which includes: establishing surface grades and cutting or filling as appropriate with concrete or dirt; ordering, pouring, and finishing concrete; constructing structural concrete walls, sidewalks, and storm drains; implementing temporary and permanent repair to streets, alleys, sidewalks; and/or other applicable areas; and/or, performing other related activities.

### **Utility Cuts**

- Serves as a lead and participates in performing a wide variety of activities in support of streets maintenance, which includes: establishing surface grades and cutting or filling as appropriate with concrete or dirt; ordering, pouring, and finishing concrete; setting up forms, utility cuts and water relay projects; constructing structural concrete walls, sidewalks, and storm drains; implementing temporary and permanent repairs to streets, alleys, sidewalks; and/or other applicable areas; specialty projects; setting up transitions; assist repairing water and sewer lines; assist fixing and maintaining fire hydrants; and/or, performing other related activities.

### **Water Distribution**

- Serves as a lead and participates in performing a wide variety of activities in support of water utility maintenance activities, which includes: setting up utility cuts and water relay projects; setting up transitions; repairing water and sewer lines; fixing and maintaining fire hydrants; fixing and maintaining valves; changing out meters; investigating water leaks; and/or, performing other related activities.

### **Meter Services**

- Serves as a lead and participates in performing a wide variety of activities in support of water meter maintenance activities, which includes: setting up transitions; repairing water and sewer lines; fixing and maintaining fire hydrants; changing out meters; investigating water leaks; testing old water meters and portable fire hydrant meters; and/or, performing other related activities.

### **SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Lead responsibility over assigned crewmembers.
- Able to Step into the Supervisor role in the event of the Supervisor's absence.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of applicable Federal, State and Local vehicle ordinances;
- Knowledge of basic construction practices;
- Knowledge of occupational hazards and related safety precautions;
- Knowledge of inventory management principles and practices;
- Skilled in customer service and de-escalation techniques.
- Skilled in prioritizing and assigning work to staff;
- Skilled in maintaining appropriate levels of inventory;
- Skilled in monitoring the work of external contractors and vendors;
- Skilled in writing, reading and comprehending instructions in English;
- Skilled in performing varied maintenance work in a safe, efficient manner;
- Skilled in performing manual labor;
- Skilled in maintaining small to medium sized equipment and trucks;
- Skilled in completing paperwork and documentation;
- Skilled in operating computer devices for data entry and other purposes;
- Skilled in performing semi-skilled maintenance and repair activities;
- Skilled in operating, maintaining, and repairing a variety of hand and power tools;
- Skilled in communicating effectively with a variety of individuals.

### **MINIMUM QUALIFICATIONS:**

- Three years of related maintenance experience. OR
- An equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

AND

- Education and certifications listed below.

### **Meter Services**

- High School Diploma or G.E.D.
- Must possess a TCEQ Class D Water license

### **Utility Cuts**

- High School Diploma or G.E.D.

### **Streets/Asphalt**

- Eighth grade education

**Water Distribution**

- High School Diploma or G.E.D.
- Must possess a TCEQ Class D Water license
- May require a skills test prior to employment

**PREFERENCES:**

- None.

**WORKING CONDITIONS:**

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of over 100 pounds.
- Work is typically performed in an outdoor environment, with potential exposure to adverse weather conditions.
- Work is occasionally performed in close quarters, high and precarious places, and near moving mechanical parts.
- Potential exposure to risk of electrical shock, vibration, fumes, and airborne particles.

**CONDITIONS OF EMPLOYMENT:**

- Must possess a valid motor vehicle driver license
- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.
- Must possess a valid State of Texas Class A-CDL

**Meter Services**

- Must obtain TCEQ Class C Water Distribution license within thirty months of employment.
- Must obtain TCEQ Backflow Prevention Assembly Tester license within eighteen months of employment.

**Special Operations**

- Must obtain fifth wheel endorsements for Class A-CDL Texas Driver's License within six months of employment.

**Utility Cuts**

- May be required to obtain TCEQ Class C Water Distribution license within thirty months of employment depending on crew assignment.
- May be required to obtain TCEQ Class II Wastewater Collections license within thirty months of employment depending on crew assignment.

**Water Distribution**

- Must obtain TCEQ Class C Water Distribution license within thirty months of employment.
- Must obtain TCEQ Class I Wastewater Collections license within twelve months of employment.
- Must obtain TCEQ Class II Wastewater Collections license within thirty months of employment.