CITY OF SANTA CRUZ
SERVICE FIELD CREW LEADER

Reports to:	**Service Field Supervisor or other higher classifications as assigned.**
Supervises:	**Service Maintenance Trainee, Worker, Senior Service Maintenance Worker, Parking Control Maintenance Worker, Building Maintenance Worker and/or Custodian**
Bargaining Unit:	**Supervisory**

BASIC FUNCTION

Under direction, to lead and actively participate in the work of a crew performing assignments in the construction, maintenance, and repair of city streets, parking facilities, storm drains and water systems; and the maintenance and repair of city buildings; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is the lead level of the Service Field Operations series or the Building Maintenance series. Incumbents regularly lead a crew of 2 or more workers and may operate heavy equipment or supervise a Senior Maintenance Worker in such operation. The work requires the application of a specialized knowledge of the tools, equipment and techniques used in the division to which assigned and the ability to train, coordinate and direct the work of subordinates.

TYPICAL DUTIES *(May include, but are not limited to, the following)*:

General

- Performs and directs all activities of a divisional field crew (as delineated in the Service Maintenance Worker, Senior Service Maintenance Worker, Parking Control Maintenance Worker, Custodian and/or Building Maintenance specifications).
- Receives and communicates daily assignments; responsible for the completion of all verbal and written instructions.
- Determines quantities and types of materials, tools, equipment and labor needed to complete assigned projects; arranges for the delivery or pick-up of supplies.
- Coordinates, directs and controls crew activities while in the field.
- Responsible for insuring the safety of the workers, equipment and public at a work site.
- Supervises the placement of traffic control devices (cones, signs, flags, etc.).
- Effectively resolves on-the-job problems as they occur.
- Responsible for the crew's effective interaction with the public, other crews, outside construction, maintenance workers, or city staff.
- Responsible for the crew's observance of all city rules and regulations while on the job.

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- Trains crew workers in all aspects of job performance.
- Maintains daily logs and records of work performed and materials used; completes work orders and routine reports as required.
- Assists in or independently performs the evaluation and discipline of crew members.
- Perform other duties as assigned.

In addition to the above, the following duties are also performed in specific divisions:

Flood Control Division
- Performs complex maintenance and repair of pump stations; repairs and replaces electrical panels, wires, fuses and other components as necessary.
- Plans and coordinates a year-round program for the maintenance and inspection of the flood control facilities.

Traffic Maintenance Division (Parking Maintenance Crew Leader)
- Directs and performs technical maintenance and repair of electronic parking control devices, change machines, and parking meters.

Facilities Maintenance Division (Facilities Maintenance Crew Leader)
- May perform any of the duties associated with the class of Building Maintenance Worker II.
- Maintains safety records for employees
- Works with fire and police personnel on citywide building safety and security issues.
- May supervise custodial staff.
- May work evenings.
- Performs maintenance and remodel of City buildings.
- Performs installation, maintenance and repair of plumbing systems within City buildings.
- Performs installation, maintenance and repair of electrical systems within City buildings.
- May lead small building and maintenance projects.
- Meets with contractors and interpret construction documents.

MINIMUM QUALIFICATIONS *(Knowledge, Skills and Abilities)*:

Knowledge of:
- the construction safety orders issued by the State Department of Industrial Relations;
- reading and interpreting engineered plans, sketches, diagrams and construction markers.

Skills to:
- effectively and safely operate pneumatic hammers, air compressors, and other small tools and equipment related to the construction and maintenance trades;

- effectively and safely operate construction equipment such as backhoes, wheel and track front-end loaders and trucks. (Heavy equipment operation is not required for Parking Maintenance Crew Leader or Facilities Maintenance Crew Leader.);
- perform maintenance and repairs on tools, equipment and machinery.

Ability to:
- safely perform heavy labor (which involves frequent bending, pulling, pushing, lifting, and carrying of up to approximately 100 pounds) as determined by a pre-employment physical. (Lifting and carrying of up to 70 pounds required for Parking Maintenance Crew Leader.);
- safely handle toxic materials;
- coordinate, assign, direct, and review the work of others;
- resolve technical problems as appropriate for the situation;
- effectively train others in technical procedures, techniques, and skills;
- take accurate measurements and perform arithmetical calculations;
- prepare and maintain accurate paperwork and/or computer files, such as records, logs, orders, surveys and routine reports;
- act in a courteous and diplomatic manner with members of the public or city staff.

Willingness to:
- perform call-back work as required;
- wear a uniform.

In addition to the above, the following qualifications are also required in specific divisions:

Flood Control Division
- Knowledge of the techniques, equipment and materials used in the mechanical and electrical maintenance and repair of pumps.
- Ability to plan, coordinate and implement a regular maintenance and review.
- Must reside within a 30 minute response time by the end of probationary period.

Streets Division
Sidewalk Crew:
- Thorough knowledge of the techniques, equipment, and materials used in the construction, maintenance and repair of sidewalks, manholes, curbs, gutters and storm drains.

Street Maintenance Crew:
- Thorough knowledge of the techniques, equipment, and materials used in the maintenance and repair of streets.
- Must reside within a 30 minute response time by end of probationary period.

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Traffic Maintenance Division

Signing and Painting Crew:

- Thorough knowledge of the techniques, equipment and materials used in the painting of street markings, the fabrication and installation of street signs and the installation and repair of street lights.
- Skill to perform finished painting.

Parking Maintenance Crew:

- Thorough knowledge of the techniques, equipment, and materials used in the repair and maintenance of parking control devices, parking meters, change machines, and parking facilities.

Water Distribution Division

- Thorough knowledge of the techniques, equipment, and materials used in the installation, maintenance, and repair of water mains, meters, valves, pumps, motors, hydrants, services, and related facilities.
- Skill to perform complex plumbing and masonry, and rough carpentry.

Facilities Maintenance Division

- Thorough knowledge of the techniques, equipment, and materials used in the remodel and maintenance of City buildings including rough and finished carpentry, the building of cabinets and shelves, the repairing of furniture, the hanging and repairing of doors, the constructing and repairing of masonry work, and the performance of other related structural fixes.
- Thorough knowledge of the techniques, equipment, and materials used in the installation, replacement, repair, and maintenance of plumbing systems with City buildings including restroom fixtures, heating and air conditioning systems, water systems, and sewage systems.
- Thorough knowledge of the techniques, equipment, and materials used in the installation, replacement, repair, and maintenance of electrical systems within City buildings.
- Demonstrated ability to lead small building maintenance and construction projects such as carpentry projects, remodel projects, plumbing projects, and electrical projects.
- Demonstrated ability to meet with contractors and interpret construction documents.

Education and Experience

Any combination of education and experience that provides the knowledge, skills, and abilities listed is qualifying. A typical way to obtain these qualifications would be:

- High School graduation or G.E.D. and 4 years of experience in the installation, maintenance, and repair of streets, parking facilities, sewers, storm drains, and/or water mains and/or building maintenance trades (plumbing, electrical, roofing and small construction) as appropriate for the division to which assigned; with at least two of those years at an advanced working level comparable to the City's Senior Service Maintenance Worker classification.

Licenses:

General:

- Possession at time of hire and continued maintenance of a valid California Class C driver's license and a safe driving record. Most positions require possession, by the end of the probationary period, and continued maintenance of a valid California Class A or B driver's license with proper endorsements, and a safe driving record. (A Class A or B driver's license is not required for the Facilities Maintenance Division.)

Flood Control Division:

- Possession by end of the probationary period and continued maintenance of a California certified commercial applicator's license, Category C.

DESIRABLE QUALIFICATIONS

General:

- Skill to do rough welding with arc and gas welding equipment.

Streets Division:

- Skill to operate heavy construction equipment such as bulldozer tractors, cranes, motor graders and equipment transports.

Water Distribution Division:

- Possession of a Water distribution Operator Grade I certificate from the American Water Works Association.

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