

Street Maintenance Crew Leader

FLSA Status: Covered
Bargaining Unit: Portland City Laborers 483 (PCL)

General Summary

Positions in this broad class provide leadership to a crew of workers and assure that work projects are completed in accordance with plans and specifications, and in a safe and efficient manner.

Street Maintenance Crew Leader - 30000091

Distinguishing Characteristics

The Street Maintenance Crew Leader leads and directs a street maintenance work crew, requiring broad knowledge of street maintenance methods, materials and project management and equipment operation, safety, scheduling, work quality standards and practices, including employee and public relations. This class is distinguished from equipment operator by the level of knowledge of all aspects of street maintenance activities and involvement in project planning

Typical Duties/Examples of Work

1. Inspects streets, determines cause of problems, identifies needed repairs and maintenance methods.
2. Works closely with operations and management personnel and others in planning and scheduling street maintenance, repair and re-paving projects; reviews project requirements; coordinates and schedules personnel, equipment and materials needed.
3. Inspects job site; assures compliance with OSHA and other regulations, bureau safety rules and procedures; provides safest working environment for crew and public, and the safe and efficient operation of equipment; oversees groundwork and traffic control setup.
4. Operates paving machinery including paving machines, rollers, front end loaders, dump trucks, trailers, tractor trailer combination, and auxiliary equipment required in road construction; performs inspection of equipment and provides minor servicing and maintenance.

5. Provides leadership to street maintenance crew; schedules and directs work of skilled and semi-skilled workers; trains new employees as needed; resolves work quality or personality conflicts with crew members; refers problem issues to supervisor.
6. Inspects street maintenance work and monitors for compliance with city code, standards and practices; makes corrections as necessary.
7. Handles on-site public relations; responds to questions and concerns from the public and provides a positive image; explains bureau policies and repair procedures
8. Keep accurate records of work accomplished using automated database and/or written records, including hours, materials, equipment and related information.
9. Responds to and coordinates emergency call out of work crews for snow and ice removal, mud slides floods, windstorms and other emergencies.
10. Responds to calls to work during emergencies.
11. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: the methods, materials, tools and equipment used in the maintenance and repair of asphalt and other street surfaces; the various construction equipment used in street construction and maintenance; street maintenance codes and regulations; the principles and practices of traffic control and safety; labor and material estimating; employee relations; effective principles and practices of leadership

Ability to: learn and use safe working practices; diagnose incorrect equipment problems; lead, coach, monitor, motivate and correct staff; schedule and assigned work of others; work effectively with co-workers in a diverse workforce, and respond appropriately to question/concerns from other employees and the public

Skill in: the safe and effective application and operation of street maintenance tools and equipment; instructing and overseeing others in the safe and effective use of tools and equipment of street maintenance; exercising tact, diplomacy and persuasion with a diversity of others; completing reports; performing measurements and arithmetic computations including multiplication, division, fractions, decimals and conversions

Special Requirements

Valid Class “A” Commercial Driver’s License; some positions may require additional endorsements, certifications and licenses

Classification History:

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

1608 Paving Crew Leader Adopted: 05-19-81

June 2009 - Change Job Class number from 1226 to 30000091, due to system change.

Revised: 7-1-17 Union changed from DCTU to PCL

Working Conditions

Work in this class is typically performed in a field environment. Incumbent is typically required to lift up to 100 pounds; to work outdoors in all weather conditions; to be called back to work during emergencies; to work in and around traffic; to be exposed to hazardous materials; to wear protective gear