

**CITY OF SALEM
STREETS PROJECT LEADER**

00643

NATURE OF WORK

This is skilled, lead maintenance work in one or more areas in street right of way improvements sidewalk or traffic control systems or other related City facilities involving large installations, maintenance, repair, and construction activities or coordination of a service related to one or more areas listed above, with lead responsibilities.

Work involves responsibility for directing skilled work in one or a variety of areas of maintenance, repair, and construction of public works, or City facilities. Where work is more routine, there is a greater consequence in the independent performance of those duties such as coordination of community self-help projects. Crew leader responsibilities include pre-planning large or multiple-location work assignments, estimating time and materials for projects, ensuring proper tools, equipment and supplies are available for assignments, ensures work is performed with all safety precautions and to standards, directing the work at the project site, resolving on-site problems, ensuring project location is left clean and safe and proper documentation is completed. Work involves an extensive amount of decision making and judgement about materials, methods and quality of work assigned. This is not a full supervisory classification, but lead direction of others is expected.

Work of this class is distinguished from Streets Maintenance Service Worker and Streets Maintenance Operator II by the focus on larger scale projects assigned on a frequent basis, consequence of the work including considerable latitude in pre-planning large projects, and the requirement of thorough knowledge of the effects of work on the system being maintained and the consequences to the public. Examples of larger projects performed by Project Leader include large paving jobs, major striping projects or major concrete sidewalk installations at multiple locations occurring simultaneously. Work is distinguished from the Public Works Field Supervisor by the absence of full supervisory responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed, and many positions will involve essential duties which are not listed.)

Pre-plans and directs work at the site of large paving projects, open channel drainage cleaning, large paint striping projects, large concrete projects or multiple locations concrete construction, major reconstructions of open channel drainage systems, or and repairs occurring simultaneously. Work assignments often involve working with crews larger than 3 members. Directs work activity at a site, resolves field problems as necessary, orders supplies and equipment necessary for work to be completed, completes all documents necessary to account for personnel time, equipment time, ordered materials, the status of project, and documentation of enhancements to public improvements.

Some positions within classification may be required to operate the following equipment:

Note: Equipment listed are examples only. It is not meant to be an exhaustive list of every kind of equipment operated by this classification.

Operates dump trucks, truck/trailer combinations, bobcats, loaders, forklift, small street sweepers, high velocity cleaners, flusher trucks, specific equipment unique to the area of work assigned and other tools and equipment such as compressors, generators, jackhammers, pressure cleaners, airless paint sprayer, chippers, etc. connected with work assignments. Occasionally, operates other construction equipment such as backhoe, rollers, crane truck, bucket or crane trucks, large street sweepers, etc. Infrequently operates graders, caterpillars, tracted crane trucks, etc. Performs other related work as required.

WORK QUALIFICATIONS

Considerable experience in streets maintenance, repair, construction of public improvements or other facilities, particularly within area of assignment or specialty including lead responsibilities; trade or professional training in area of specialty plus supervisory training; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Considerable knowledge of the appropriate materials, tools, procedures, tools, and equipment appropriate to the operational area or specialty to which assigned.

Knowledge of the occupational hazards involved and the safety precautions necessary in area of work assignment of traffic control signing and flagging.

Considerable skill in the performance of a variety of craft trades such as carpentry, painting, utility or street construction and maintenance.

Considerable ability to make material and personnel estimates, interpret plans and specifications, keep records, and make reports.

Considerable ability to plan and organize work and direct the work of others.

Ability to perform a variety of assigned skilled duties and change from one project to another without loss of efficiency or quality.

Some positions may require possession of a valid Oregon Class A,B, or C license and the ability to meet City driving standards or the ability to move efficiently from one location to another daily.

Some positions may require Spray Applicators Licenses, or other occupational related licenses or certificates mandated by State or Federal regulations.

Some positions may be required to pass a Police Department background check.

Work is generally performed in the outdoors in all types of weather and field conditions from urban high traffic areas to open fields often involving work at heights or subterranean locations. The nature of the work often requires availability to respond during off duty hours, in the evenings or weekends. Work frequently involves moving from one physical location to another and performing physical tasks requiring bending, stooping, moving equipment and tools, agility sufficient to perform maintenance, repair or construction tasks in confined spaces. Work involves exposure with safety precautions to sewage, dust, dirt, solvents, cleaners, lubricants, and other chemicals related to work assignment area. Work may require some use of modern office equipment such as using a personal computer.

PERSONNEL DIRECTOR

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