

**CITY OF MILPITAS**

EFFECTIVE: May 2016  
REVISED:  
EEOC: Skilled Craft Worker  
FLSA: Non-Exempt  
UNIT: MEA/Maintenance  
PHYSICAL: 2

**SENIOR PUBLIC WORKS LEAD**

**DEFINITION**

Oversees and actively participates in the field, works with and leads field crews and individuals within assigned section or area of responsibility, including streets, facilities, utilities, fleet, parks, and/or street landscape; to perform a variety of semiskilled and skilled tasks in the construction, maintenance and repair of public facilities including the areas of streets, facilities, utilities, fleet, parks, and/or street landscape; and to perform the most complex and responsible tasks within the work unit including the training of less experienced staff.

**DISTINGUISHING CHARACTERISTICS**

This is a lead journey level classification within the Public Works Department. The Public Works Lead is distinguished from other classes in the department by the application of specialized knowledge of the tools, equipment, and techniques used in the area of responsibility; by the ability to coordinate and direct the work of subordinates; by the ability to independently perform the full scope of assigned duties with little or no instruction; and by the performance of the most complex and responsible duties assigned to positions in this job classification.

Incumbents exercise functional and technical leadership over public works staff within the assigned section, including multiple working crews. This position requires frequent contact and communication with the public, as well as staff from other divisions or departments in the City. This classification is distinguished from the Public Works Manager in that the Manager has full responsibility for an entire Public Works Division and is called upon to exercise greater degrees of responsibility and judgment.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives general supervision from assigned Public Works Manager.
- Exercises functional and technical oversight over assigned section personnel.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

- Lead multiple crews, assign and participate in operations and maintenance within Public Works sections, including, but not limited to, streets, facilities, utilities, fleet, parks, and/or street landscape.
- Lead section to ensure balanced work distribution, cross-training, and maximum work efficiencies.
- Ensure that all state and federal mandates are followed and implemented in day to day activities within respective section(s); ensure that safety measures and practices are utilized at all times.
- Provide guidance and mentorship to section members in all aspects of job performance; work with employees to correct deficient areas, which may include providing and coordinating training.
- Oversee and participate in the performance of section duties; perform heavy manual labor, operate construction and maintenance equipment such as trucks, tractors, sweepers, bucket truck/cherry picker, and skip loaders for a variety of construction and maintenance operations involving the maintenance of either streets, fleet, facilities, utilities, parks, and/or street landscape.
- Respond to public inquiries regarding operations, maintenance, and customer service requests and concerns.
- Assist in performance evaluation of section members.
- Inspect, evaluate and report work processes; ensure quality control and assurance of work performed by section(s).
- Develop schedule and methods to complete assignments, check work of assigned section members, and ensure work is completed in a timely and efficient manner.
- Resolve on-the-job problems as they occur; troubleshoot complex operations and maintenance issues and develop solutions or make recommendations.
- Operate and oversee the use of equipment used in operations and maintenance.
- Keep routine work records and prepare reports of completed work.
- Keep abreast of latest materials, methods, and technology that apply to section needs.
- Study assigned section functions; recommend and implement improvements.
- Maintain timesheets and other computerized and/or written records as appropriate.
- Perform emergency maintenance work as required, which may include standby assignments.
- Perform related duties as assigned.

***When assigned to Streets, Parks, and/or Landscaping Section:*** Duties may include, but are not limited to, leading section(s) related to the operations and maintenance of traffic signals and street lighting, roadway maintenance and repair, trees and streets landscaping maintenance program, and parks maintenance, excavate and inspect roadway maintenance and repair work.

***When assigned to Utilities Section:*** duties may include, but are not limited to, leading section(s) related to the operations and maintenance of water distribution system, sewer and/or storm collections systems.

*When assigned to Facilities or Fleet Section:* duties may include, but are not limited to, leading section(s) related to the operations and maintenance of city facilities or fleet services.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- City policies and procedures, including those related to assigned section.
- Training techniques.
- Oral, written & interpersonal communication skills.
- Methods, materials, tools and equipment involved in the assigned section(s).
- Regulations and standards governing operations and maintenance practices within assigned section(s).
- Principles and practices of work planning, direction, and evaluation of work performed by public works staff and/or contractors.
- Safety and safe work practices for operations and maintenance work.
- Industry standard recordkeeping and reporting practices associated with assigned section(s).
- Basic computer skills, including but not limited to: email, calendar, spreadsheets, and other common office programs.

### **Ability to:**

- Plan, organize, schedule, assign and review the daily operations of crew(s) within assigned section(s).
- Provide lead guidance and training to less experienced personnel.
- Troubleshoot problems and determine materials and supplies required for efficient operations and maintenance; which includes repairs and other projects.
- Maintain neat and accurate records, which includes preparing reports as it relates to the assigned section(s).
- Work with little to no supervision; make independent judgments and sound decisions.
- Read and interpret maps, plans, specifications, and/or manuals as it relates to the assigned section(s).
- Perform skilled maintenance, construction, and repair work, in assigned area of responsibility.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Use and operate required hand tools, mechanical equipment, and power tools in a safe and efficient manner.
- Work safely and adhere to principles of safety when working near traffic or in other environments.
- Understand, follow, and provide oral and written instructions.
- Establish effective working relationships with city staff, the general public, outside agencies, vendors, and suppliers.

## **EXPERIENCE AND EDUCATION**

**Experience:** Five years of increasingly responsible experience in the operations and maintenance of public works facilities including the areas of streets, facilities, utilities, fleet, parks and/or street landscape, with at least two years at a level similar to that to that of an Equipment Maintenance Worker II/III; Assistant/Water Systems Operator; Fleet Maintenance Worker II/III; or Maintenance Worker III within the City of Milpitas. Experience leading a crew is preferred.

**Education:** Completion of High School or GED, supplemented by professional development activities. Training classes or specialized programs related to Public Works preferred.

### **License or Certificate:**

- Possession of, and ability to maintain, a valid California Class B Commercial Driver's License upon hire; tanker endorsement and Class A license required within 11 months of hire.
- ***When assigned to the Utilities Division:***
  - Water Utility Section: possession of, and ability to maintain, a State of California Water Distribution Operator Certificate Grade V; or other certification appropriate to the requirements the state imposes on the City of Milpitas.
  - Collection Systems (either Sewer and/or Storm) Section: possession of, and ability to maintain, a California Water Environment Association (CWEA) Collections Systems Maintenance Grade II or CWEA Mechanical Technologist Grade II. Higher grade certifications are preferred.
- ***When assigned to the Fleet Section:*** possession of, and ability to maintain, a valid Automotive Service Excellence Certified Master Automobile Technician status.
- ***When assigned to the Facilities Section:*** possession of, and ability to maintain, a Stationary Refrigeration and Air Conditioning certification from the Environmental Protection Agency or equivalent certification. A valid California State Certified Journeyman Electrician certification is preferred
- ***When assigned to the Streets, Parks, and/or Landscape Section:*** possession of, and ability to maintain, a valid International Municipal Signal Association Signal Control Technician Level I. Higher grade certifications are preferred.

**Note:** Incumbents hired prior to July 1, 2018, will have two years from date of hire to meet the license/certification requirements set above. Incumbents hired after July 1, 2018 must meet above license/certification requirements at time of application.

CITY OF MILPITAS  
Senior Public Works Lead

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

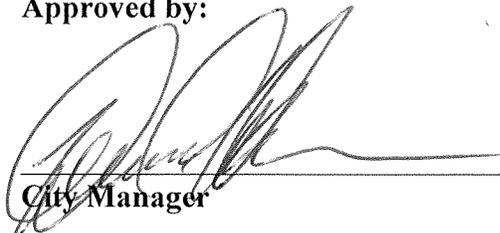
Physical exam, and drug and alcohol screening will be required prior to hire. May be subject to random drug and alcohol testing as mandated by federal or state regulations.

Visual Requirements: Ability to discern colors

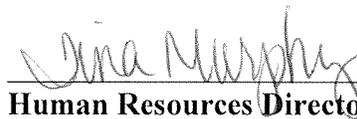
Auditory Requirements: 100-decibel hearing

Work is mainly performed outdoors; ability to stand, walk, sit, climb, balance, squat, kneel, crawl, bend, and stoop at any given time; ability to lift, carry, push, and pull up to 75 pounds of weight throughout the day and occasionally up to 90 pounds; exposure to outdoor elements in all weather conditions throughout the year; confined spaces, hazardous waste, sewage, chemicals, herbicides and pesticides; walk on uneven surfaces; ability to travel to various locations within and outside the City of Milpitas.

Approved by:

  
\_\_\_\_\_  
City Manager

6/21/16  
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Date

  
\_\_\_\_\_  
Human Resources Director

6/7/16  
\_\_\_\_\_  
Date

**CITY OF MILPITAS  
MILPITAS EMPLOYEES ASSOCIATION  
SIDE LETTER AGREEMENT**

The City of Milpitas has proposed a new job description for Senior Public Works Lead. The Senior Public Works Lead position will be assigned to work a five-day a week (40 hour) workweek. This schedule designation does not change the work schedules of current classifications in the unit, including those that will report to the Senior Public Works Lead, nor does this schedule alter Section 11 of the City of Milpitas - Milpitas Employees Association (UPEC/LIUNA) Memorandum of Understanding.

**SECTION 11.00 - WORK SCHEDULES**

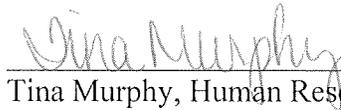
- 11.01 Employees shall work a 37.5 or 40 hour workweek. The department head shall have the authority to review, and as necessary, modify the work schedule each April 1 and September 1. However, any such modification shall not include changing from a four day work week to any alternative schedule without meeting and conferring on the specifics of the proposed change. Said schedule shall be circulated 30 calendar days prior to the beginning of each April 1 and September 1, respectively to all affected employees. In establishing the schedule, consideration shall be given to the staffing needs of the department and the concerns of the employees. It is understood and agreed, however, that this shall not restrict or limit the ability of the City to modify schedules to respond to emergencies or immediate service needs of the City.
- 11.02 In all cases, employees who are assigned to shifts in which one-half of their hours fall between the hours of 6:00 p.m. and 8:00 a.m. three or more times within an established work week shall receive a five percent (5%) premium.

The City of Milpitas (City) has met and conferred with the undersigned union/association representative(s) who have no objection and agree to the 40 hour workweek (five (5) 8-hour work days) for the Senior Public Works Lead position. This side letter will expire on June 30, 2017 when the current Memorandum of Understanding for MEA expires.

Dated: 6-03-16

  
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Robert DeLong, Milpitas Employees Association President

Dated: 6/7/16

  
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Tina Murphy, Human Resources Director