

South Jordan City

Job Description

Title: Street Maintenance Lead
Org: 100520
Pay Grade: 14

Effective Date: 10/4/2021
FLSA: Non-Exempt
Workers Comp: Streets

GENERAL PURPOSE

Under general supervision, the streets lead worker plans, assigns, supervises, reviews, and participates in the construction, installation, maintenance, and repair of City transportation infrastructure.

SUPERVISOR

Streets Manager

POSITION(S) SUPERVISED

Street Maintenance Worker
Seasonal Street Maintenance Worker

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Receive assignments from the Streets Manager, organize crews for various assignments and delegate work assignments to perform timely completion of assigned projects.

Operate a wide variety of light and heavy duty vehicles and equipment (including but not limited to pickup trucks, single & tandem axle dump trucks, road grader, front end loader, backhoe, and various road construction equipment).

Assist in monitoring quality of operations performed by city or contract work; perform walk through inspections of infrastructure on new subdivisions and generates punch list items to make sure specifications and code are followed.

Train, mentor, supervise, and assist streets maintenance workers in performing their job duties. Observe and actively participate in work zone safety procedures and follow safety principles when operating vehicles and equipment to reduce/eliminate accidents and injury.

Assist in scheduling, rating applications, and interviewing positions supervised.

Conduct performance evaluations of supervised employees in accordance with the human resources policies and procedures of the city.

Make field decisions needed to remedy problems and emergencies.

Monitor equipment and inventory needs to ensure proper resources for system maintenance.

Maintain computer based work orders on a daily basis to provide accurate data for monthly reports.

Compensated on-call rotations as assigned. Must remain available for phone contact and respond to work site within one (1) hour of notification and be in compliance with the City's Drug & Alcohol policies.

Subject to uncompensated stand-by by rotation for a given event, such as a pending snow storm event or response to a natural disaster. Must remain in compliance with the City's Drug & Alcohol policies.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Two (2) years of experience in a field directly related to the above duties.

2. Special Qualifications:

Valid Utah Class A Commercial Driver License with Tanker Endorsement

Supervisory experience preferred

Maintain all Streets Maintenance Level I, II, and III certifications

3. Knowledge, Skills and Abilities:

Knowledge of specifications, machinery, materials, and methods of constructing roads, bridges, sidewalks, drainage systems, culverts, etc., safety standards related to road construction; hazards common to heavy equipment operation; equipment maintenance and repair; legal liabilities associated with street construction.

Knowledge of construction drawings, and South Jordan Streets specifications.

Knowledge of operating basic manual and power tools; the standard practices, methods, materials and tools necessary for Streets Division maintenance work.

Ability to operate heavy equipment of various kinds under varying condition; make minor repairs on assigned vehicles, perform heavy physical labor; develop and maintain effective working relationships with co-workers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; work from blueprints; tolerate weather extremes in the work environment; perform basic mathematical computations in reading and using various meters, gauges and related devices.

Ability to operate a personal computer and Microsoft products.

Work effectively with the other employees, elected officials, local agencies, and the general public.

Ability to organize and manage multiple projects.

Considerable knowledge of state and federal regulations governing installation and maintenance of asphalt and concrete roads.

Ability to supervise and motivate employees. Skilled in problem solving.

4. Working Conditions:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting (40-60lbs.), etc. Talking, hearing and seeing essential to the performance of the job. Daily exposure to weather extremes and seasonal conditions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Streets Non-Exempt	EEOP Class:	Craft Worker
Location:	Streets	EEO-4 Class:	Skilled Craft Worker
Group B/U:	General Pay Plan	Tech Net Match:	2095