



Community Enhancement Lead Worker

SUMMARY

Under general supervision, provides direction to community enhancement work crews and volunteers in the performance of repair, maintenance, and illegal dumping, litter, and homeless encampment clean up functions; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Public Works or their designee. Exercises supervision over assigned community enhancement work crews and assigned maintenance worker staff.

ESSENTIAL FUNCTIONS – *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities may include, but are not limited to, the following:*

- Organize, plan, schedule, and assign work to maintenance crews.
- Provide direction to crew members, train employees, recommend disciplinary actions for and assist in evaluation of employees, and set timeframes for work assignments and projects.
- Prepare estimates of labor, materials, and equipment.
- Research and prepare bids for equipment, materials and supplies.
- Procure tools and equipment for work projects and maintain a variety of work records. Inspect and maintain work sites; review the quality of work of crews and contractors; ensure employee safety; perform complex work duties.
- Investigate/resolve public complaints.
- Operate a variety of motorized equipment and vehicles including compacting trash truck, utility trailers, dumping trailers, and front-loading tractors.
- Attend and/or conduct various meetings including employee safety meetings and training sessions.
- May serve on-call Standby for after hours and emergency situations.
- Remove illegally dumped items, hazardous materials, and other debris, as needed within the town.
- Remove debris from homeless encampments.
- Complete tire manifests, daily reports, cost recovery worksheets, and other record keeping, using paper forms, and/or computer programs.
- Board up, paint, and otherwise secure abandoned or vacant buildings. May include welding tasks.
- Maintain inventory and supplies at warehouse/storage facilities.

- Assist with distribution of information/notices/door hangers to residential and commercial locations.
- Use, maintain, and repair tools and small equipment.
- Pick up and deliver supplies.
- Prepare estimates of materials and equipment needed for board-up and cleanup projects.
- Procure tools, equipment, materials, and supplies for work projects.
- Assist in the preparation and coordination of illegal dump and homeless encampment debris removal projects.
- Assist with inspection of commercial and residential properties to determine status of solid waste or water services and corrective actions needed, if any.
- Review service requests and assign/schedule workers to respond.
- May serve on-call standby for after hours and emergency situations.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

High school diploma OR GED equivalent AND three years public works maintenance and repair operations OR heavy truck/equipment operation requiring a Class A or B commercial driver's license INCLUDING one year of supervisory or lead work experience is required.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid California Class "A" or "B" driver's license with endorsements or the ability to obtain one within the first year of employment and a satisfactory driving record and automobile insurance.
- Forklift Operator certification or the ability to obtain one within the first year of employment.
- HAZWOPER certification or the ability to obtain one within the first year of employment.

Knowledge of:

- Applicable state and federal codes, ordinances, laws, rules, and regulations.
- Construction, maintenance and repair practices and methods.
- Public works construction and maintenance operations.
- Public Works practices, methods, tools, materials, and equipment.
- Welding practices and methods.
- Proper lifting techniques.
- Employee safety practices and use of personal protective equipment.
- Operation and maintenance of motorized construction and maintenance equipment and vehicles.
- Basic principles and practices of project management.
- Basic principles and practices of effective employee supervision.

Ability to:

- Use initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Define problems, establish facts, and draw valid conclusions.
- Manage situations requiring diplomacy, fairness, firmness, and sound judgment.
- Operate power and hand tools, motorized equipment, and vehicles.
- Calculate materials and supplies for projects.
- Maintain basic written records.

- Manage time and work output.
- Be detail oriented.
- Communicate effectively, both verbally and in writing.
- Operate a personal computer, iPad, and various software applications.
- Establish and maintain cooperative working relationships with managers, supervisors, employees, vendors, suppliers, contractors, external public agencies, schools, utilities and the general public.
- Apply safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Must possess mobility to work in both an indoor and outdoor environment, exposed to extreme weather conditions, loud or excessive noise, uneven terrain, and wildlife; to operate a motor vehicle ; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. The job involves field work requiring frequent standing and walking, and must be able to lift and carry items weighing up to 100 pounds; stooping, bending, climbing and kneeling to perform the work; exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment, cameras and computers; grasp tools; and inspect electrical devices. May be required to respond to emergencies after regular working hours and on weekends, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*