

Approved October, 2000
Proposed May, 2018

CITY OF SANTA CLARA, CALIFORNIA
STREET MAINTENANCE FOREPERSON
(809)

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a GED; and
- Seven (7) years of increasingly responsible street or storm drain construction and/or maintenance experience, at least two (2) years of which must have been as a Street Maintenance Worker IV, Equipment Operator, and/or Street Foreman/Forewoman for the City of Santa Clara.

Desirable Qualifications:

- An associate degree in business, construction management, or related subject is desirable.

LICENSE

Possession of a valid California Class C driver's license is required at time of appointment and for duration of employment.

DISTINGUISHING CHARACTERISTICS

This is a management position in the classified service in the Street Maintenance Division in the Department of Public Works. An incumbent in this class manages, controls, and directs employees assigned by economically deploying staff and using appropriate tools and equipment commensurate with the difficulty or magnitude of the task at hand. An incumbent in this class exercises independent judgment and discretion not of a routine or clerical nature. An incumbent in this class assists in the administration of the Street Maintenance Division annual budget and contractual services related to the division.

TYPICAL DUTIES

Duties include, but are not limited to, the following:

Under general direction:

- Plans, organizes, coordinates, supervises, and participates in the activities of maintenance crews engaged in street maintenance; storm drain maintenance; hazardous chemical and pesticide storage, application, and clean-up of spills
- Supervises and participates in street reconstruction and restoration activities, including but not limited to paving, sidewalk, curb, and gutter maintenance, seal coating, crack sealing, alley maintenance, storm system clearance, storm pump lift station maintenance, installation of storm drains, manholes, catch basins, and other related facilities
- Supervises, trains, evaluates, plans, and reports on the performance of assigned staff
- Inspects work in progress to insure conformance with instructions
- Operates a mobile device/computer, such as a smart phone or table to read, respond, and input data for an automated work management system
- Maintains time and material records, schedules, and reports using Microsoft Office Suite

STREET MAINTENANCE FOREPERSON (continued)

- Trains and instructs staff in maintenance techniques, safety practices equipment operation, and routine maintenance
- Requests and assigns necessary supplies and materials, including base rock, hot asphalt mix, concrete cement, etc.
- Investigates and resolves service complaints and processes service requests
- Prepares activity reports, purchase requests and requisitions, and accident reports
- Assists in budget preparation
- Develops scope of services for requests for proposals (RFP) and requests for quotations (RFQ)
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principals of supervision and training
- Construction and maintenance methods, equipment, and terminology
- Equipment and tools used in street maintenance and repair work
- Environmental and safety practices, procedures, and standards
- Pertinent Federal, State, and local laws, codes, and ordinances

Ability to:

- Plan, assign, supervise, and review the work of staff
- Read, interpret, and work from blueprints and sketches
- Use mobile device to read, respond and input data for an automated work order management system
- Operate personal computers, and other standard office equipment; prepare reports using computer software, such as Microsoft Office Suite
- Perform basic mathematics to determine volume, tonnage, square footage, and other measures
- Compute time and material forms and records
- Establish and maintain a cooperative working relationship with those contacted in the course of work
- Communicate clearly and effectively both orally and in writing
- Work in a team based environment and achieve common goals
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties
- Lift and move static weight of 25 lbs.

SUPERVISION RECEIVED

Works under the direction of the Deputy Public Works Director or other supervisor as assigned.

SUPERVISION EXERCISED

Supervises Street Maintenance Worker IV, Equipment Operator, Street Maintenance Worker III, Street Maintenance Worker I/II, and other assigned staff.

STREET MAINTENANCE FOREPERSON (continued)

SPECIAL CONDITIONS

May be required to work unusual hours in emergency situations and to be available on an “on-call” basis as assigned.

OTHER REQUIREMENTS

- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations.
- Must be able to perform all of the essential functions of the job assignment.

LEGEND:

Additions

Deletions

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STREET MAINTENANCE FOREPERSON
(809)

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a GED~~;~~ and
- ~~seven~~*Seven* (7) years of increasingly responsible street or storm drain construction and/or maintenance experience, at least two (2) years of which must have been as a Street Maintenance Worker IV, Equipment Operator, and/or Street Foreman/Forewoman for the City of Santa Clara.

Desirable Qualifications:

- An associate degree in business, construction management, or related subject is ~~desired~~*desirable*.

LICENSE

Possession of ~~an appropriate,~~ a valid California *Class C* driver's license is required *at time of appointment and for duration of employment*.

DISTINGUISHING CHARACTERISTICS

This is a management position in the classified service in the Street Maintenance Division in the ~~Street~~ Department *of Public Works*. -An incumbent in this class manages, controls, and directs employees assigned by economically deploying ~~personnel~~*staff* and using appropriate tools and equipment commensurate with the difficulty or magnitude of the task at hand.- An incumbent in this class exercises independent judgment and discretion not of a routine or clerical nature.- An incumbent in this class assists in the administration of the Street Maintenance Division annual budget and contractual services related to the division.

TYPICAL ~~TASKS~~DUTIES

Duties include, but are not limited to, the following:

Under *general* direction:

- ~~plans~~*Plans*, organizes, coordinates, supervises, and participates in the activities of maintenance crews engaged in: -street maintenance; storm drain maintenance; hazardous chemical and pesticide storage, application, and ~~clean-up~~*clean-up* of spills.
- Supervises and participates in street reconstruction and restoration activities, including but not limited to paving, *sidewalk, curb, and gutter maintenance*, seal coating, crack sealing, alley maintenance, storm system clearance, storm pump lift station maintenance, installation of storm drains, manholes, catch basins, and other related facilities;

STREET MAINTENANCE FOREPERSON (continued)

- ~~evaluates~~ *Supervises, trains, evaluates, plans,* and reports on the performance of assigned ~~subordinate personnel~~ *staff*;
- ~~inspects~~ *Inspects* work in progress to insure conformance with instructions;
- ~~uses computer for data entry and report generation of records of maintenance, and~~ *Operates a mobile device/computer, such as a smart phone or table to read, respond, and input data for an automated work management system*
- ~~maintains~~ *Maintains* time and material records, *schedules, and reports using Microsoft Office Suite*;
- ~~trains~~ *Trains* and instructs ~~subordinates~~ *staff* in maintenance techniques, safety practices, ~~and~~ equipment operation, and routine maintenance;
- ~~requisitions~~ *Requests* and assigns necessary supplies and materials, *including base rock, hot asphalt mix, concrete cement, etc.*;
- ~~confers with designated management personnel to review and discuss day-to-day operations and to plan major work for optimum effectiveness in personnel and material utilization;~~ *investigates* *Investigates* and resolves service complaints and processes service requests;
- ~~resolves employee grievances;~~
- ~~prepares~~ *Prepares* activity reports, purchase requests and requisitions, and accident reports;
- ~~assists~~ *Assists* in *budget* preparation ~~of the annual departmental budget~~;
- *Develops scope of services for requests for proposals (RFP) and requests for quotations (RFQ)*
- ~~performs~~ *Performs* other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- *Principals of supervision and training*
- ~~Thorough knowledge of construction~~ *Construction* and maintenance methods, equipment, and terminology;
- *Equipment and tools used in street maintenance and repair work*
- *Environmental and safety practices, procedures, and standards*
- *Pertinent Federal, State, and local laws, codes, and ordinances*

~~Good ability~~ *Ability* to:

- *Plan, assign, supervise, and review the work of staff*
- ~~work~~ *Read, interpret, and work* from ~~plans~~ *blueprints* and sketches;
- ~~maintain cooperative working relationships with co-workers and the general public;~~
- *Use mobile device to read, respond and input data for an automated work order management system*
- *Operate personal computers, and other standard office equipment; prepare reports using computer software, such as Microsoft Office Suite*
- ~~make arithmetic calculations~~ *Perform basic mathematics for determining to determine* volume, tonnage, square footage, and other measures;
- ~~compute~~ *Compute* time and material forms and records;
- ~~supervise, motivate, counsel, evaluate, and communicate effectively with subordinates.~~
- *Establish and maintain a cooperative working relationship with those contacted in the course of work*

STREET MAINTENANCE FOREPERSON (continued)

- *Communicate clearly and effectively both orally and in writing*
- *Work in a team based environment and achieve common goals*
- *Effectively handle multiple priorities, organize workload, and meet strict deadlines*
- *Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties*
- *Lift and move static weight of 25 lbs*

SUPERVISION RECEIVED

Works under the direction of the *Deputy Public Works Director* ~~Street/Storm Maintenance Supervisor~~ or other supervisor as assigned.

SUPERVISION EXERCISED

Supervises Street Maintenance Worker IV, Equipment Operator, Street Maintenance Worker III, Street Maintenance Worker I/II, and other assigned ~~personnel~~*staff*.

SPECIAL CONDITIONS

May be required to work unusual hours in emergency situations and to be available on an "on-call" basis as assigned.

OTHER REQUIREMENTS

- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations.
- Must be able to perform all of the essential functions of the job assignment.



**City of
Santa Clara**
The Center of What's Possible

Streets/Automotive Services
Memorandum

Date: April 27, 2018

To: Julia Hill, Acting Director of Human Resources

From: Dave Staub, Deputy Director of Public Works

Subject: Request to Modify Job Specification for Street Maintenance Foreperson

The job specification for Street Maintenance Foreperson was last modified in 2000. The Public Works Department with Human Resources evaluated the current specifications and identified a need to update minimum qualifications, duties, knowledge, skills and abilities.

The Public Works Department is requesting that the Civil Service Commission approve the job specification and recruitment type changes for the Street Maintenance Foreperson. Please let me know if you have any additional questions.

A handwritten signature in black ink, appearing to read "Dave Staub".

Dave Staub
Deputy Director of Public Works