

**Definition:** Under minimum supervision, the Leadworker shall perform a variety of duties including, job planning and scheduling; job and personnel supervision; unskilled, semi-skilled, and skilled maintenance tasks and manual labor and related tasks as required; and manage customer services with all customers. Leadworker may perform management level functions to fill in for supervisors. Operate all light, medium and heavy equipment. **This position is FLSA overtime non-exempt.**

**Essential Duties:** Depending upon assignment, the duties of a Leadworker include:

- Operate all Operations and Utilities equipment such as backhoe, Vac-Con, rodger, street sweeper, and utility locating equipment to accomplish satisfactorily a variety of tasks and jobs ranging from simple to complex.
- Record and maintain job records such as payroll, daily activities, excavation permits, and inspection reports. Ensures a high standard of maintenance; evaluate work performance under the direction of the Public Works Supervisor, counsel subordinates, prepare time reports; provide written reports; maybe assigned to any work shift schedule.
- Supervise and assist in the implementation of City and departmental rules, regulations, policies and procedures; may inspect work being performed by outside contractors; inputs and retrieves data and work orders from a computer; provides written reports. Train subordinate personnel regarding safety procedures and equipment operation including equipment care and maintenance. Provide training as required relative to and respond to inquiries and complaints pertaining to the work of the Division as directed.
- Operate computer programs including Excel, Word, and sign fabrication computer.
- Supervise and train workers on jobsite, including water, sewer, streets, and storm drains, and related work relative to task performance, methods and techniques.
- Coordinates tasks with supervisors and schedules daily work assignments for crews as needed based on coordination with supervisor.

**Special Requirements:** Maintain a **forty-five minute** response time answering after hour and weekend service calls is required. Shall be a second responder to support supervisors in emergencies. Carries a cellular phone after work hours in the absence of supervisor(s). Moderate and sometimes strenuous exertion required including crawling, climbing, lifting, carrying and/or handling up to fifty (50) pounds. Work in confined spaces and wear protective garments. May work in conditions that require exposure to noise, odors, chemical and biological agents, gases, and contact with sanitary wastewater.

### **MINIMUM QUALIFICATIONS:**

**Knowledge of:** Work scheduling; record keeping; standard safety practices and procedures; methods and terminology used in the maintenance of facilities, utilities, easements, rights-of-way; the operation and use of a variety of hand and power tools used in performing maintenance work; the operation and use of heavy equipment; methods, materials, equipment used in maintenance; State and Federal requirements for safety labeling of chemicals; fundamentals of effective supervision; construction and maintenance practices; and principles of safety and accident prevention.

**Ability to:** Supervise and assist the work of crews in equipment operation, street construction, water and sewer, and storm drain maintenance work, and other various Public Works activities; operates backhoe equipment effectively. Supervise and coordinate work in the absence of supervisor; keep records and make accurate written reports, follows oral and written instructions; communicates effectively, orally and in writing;

**CITY OF MILLBRAE  
CLASSIFICATION SPECIFICATIONS**

**PUBLIC WORKS LEAD WORKER II  
October 2021**

---

sets up safe work zones, follows IPP procedures, follows NPDES rules and regulations, trains and disciplines subordinates. Input and access data in computers.

**Education:** Graduation from high school or equivalent.

**Experience:** Two (2) years as full-time public works related operations and maintenance worker with experience in the areas of streets, sewer and storm drain. Practical use Word, Excel, and Access. Backhoe operations for reasonably complex tasks.

**Licenses:**

- Must possess a Class B California Driver's License
- Possess an OSHA approved Backhoe Competent Operator Certificate and be certified in an OSHA approved Work Zone and Trenching safety within six (6) months of hire
- Complete the office of water program course 'Manage for Success' on effective utility leadership practices within six (6) months of hire
- Must possess a D2 Water Distribution Operator Certification and within one (1) year (two testing periods) possess a D3 Water Distribution Operator Certification