

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

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**Job Title:** *Lead Streets Specialist*  
**Department:** *Public Works*  
**Reports to:** *Operations Manager*  
**Status:** *Non-exempt / Non-union*

#### **Job Summary:**

The Lead Streets Specialist is responsible for day-to-day streets division operations and customer service; leads, directs, and instructs assigned streets specialists, crews, and special project teams. The lead performs the most difficult, as well as regular and recurring, troubleshooting, maintenance, installation, and/or repair work and special projects of the division, requiring extensive knowledge of the City's streets system and traffic control equipment and facilities. The lead empowers crews and develops innovative practices, schedules and allocates work, checks in-progress and finished jobs, inspects construction projects by contractors, performs maintenance management functions, assists with budget and project planning; and assumes responsibility for streets related work in the absence of the Operations Manager.

#### **Essential Job Functions:**

Work activities involve multiple skills and may include any or all of the following depending on area of assignment, crew needs, emergency services, special projects, and seasonal factors:

1. Direct and supervise Streets Division day-to-day activities; receive and create work orders and plan work projects. Allocate work projects, resources, materials and equipment to assigned staff and work crews, along with instructions, and seeks out creative and innovative practices.
2. Assist in budget, job, and equipment planning and developing priorities, project and site plans, resources, traffic control and other matters for day-to-day activities. Coordinate work with other divisions as necessary.
3. Train, supervise and participate in evaluating employee performance or recommend disciplinary action as necessary, with the goal of teaching good maintenance skills.
4. Provide continuous information and training for conducting work according to sound safety standards, policies and practices; assure participation of all employees in daily, weekly and ongoing meetings and workshops.
5. Develop and empower employees in their area of work through instructions and on-the-job training in maintenance and repair methods, techniques, customer service, equipment operation, design and fabrication, and in the set up and use of equipment, as applicable.
6. Lead and check work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable specifications and/or quality standards.
7. Operate all City street equipment such as front-end loader, backhoe, street cleaning vehicle, bucket truck, single and tandem-axle dump trucks and other equipment, as appropriate and authorized.
8. Devise and adapt tools, aids, improved work methods and procedures to accomplish work assignments, as appropriate and authorized.
9. Coordinate and help respond to emergency situations such as accidents, snow and ice conditions, flooding, power outages, and take or organize action as necessary to bring the situation under control. May involve coordinating services with Fire and Police personnel, as well as instructing and directing other employees during such emergencies.
10. Oversee or perform 'locates' for underground utilities using maps, drawings and electronic devices, and mark locations on the surface in accordance with standard procedures.
11. Perform any of the work as specified in the Street Specialist I and II Job Descriptions.
12. Maintain cleanliness and perform basic maintenance checks to assigned vehicles and equipment; assure preventive maintenance and repairs.
13. Maintain daily log and write reports.
14. Input labor, inventory, and project data into the computerized maintenance system, help maintain the system, produce reports, and provide data records; and assist in budget, job and equipment planning.
15. As required, coordinate work activities and inspect the work of construction contractors, surveyors and engineers before acceptance of work by the City.
16. Establish and maintain cooperative and effective working relationships with City officials, supervisors, co-workers, other departments, vendors, intergovernmental agencies, customers and the general public using good judgment, tact and courtesy.

17. Respond to customer and public inquiries in a courteous manner and perform duties such as assessing concerns or complaints, problem solving and leading response efforts, and follow-up with customers or the public, operators, supervisory personnel, or others as appropriate.

**Associated Job Functions:**

1. Attend various workshops, continuing education meetings, seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

**Performance Requirements (Knowledge, Skills and Abilities):**

- Outstanding ability to assess and respond to critical customer service concerns.
- Ability to lead, supervise, assess, train, direct, empower and develop the skills of street specialists, seasonal workers and others with the ability to cross train other public works staff.
- Knowledge of streets, signing, and traffic control construction, maintenance and repair practices and techniques, and applicable state and federal regulations.
- Knowledge of and ability to apply skill to resolve emergency service, or unusual or irregular problems that may occur, and to contribute suggestions for improvements in operations and procedures.
- Knowledge of applicable OSHA/WISHA safety regulations and standards, and the ability to implement, train or ensure training of staff in the safe and effective operation of equipment and facilities.
- Written and oral communication skills and ability to communicate effectively.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Flexibility and adaptability to change directions and priorities on short notice, and communicate changes in a positive manner.
- Ability to interpret, reason and apply good judgment in solving unusual work, special projects, customer service, or training problems, especially in non-routine, new or particularly troublesome aspects.
- Ability to read and interpret written instructions, City ordinances and regulations, regarding standards and safety requirements. Ability to communicate City policies in a clear and concise manner.
- Ability to direct day-to-day operations and emergency services.
- Ability to perform work independently and to assure compliance with sound safety practices and equipment.
- Ability to read and interpret basic blue prints, specification and maps.
- Ability to utilize a variety of hand and power operated tools and equipment such as shovels, picks, radios, rakes, crowbars, portable asphalt/concrete saws, asphalt distributor, gas powered compactor, mowers and tractor mowers.
- Ability to perform data entry and retrieval functions using a personal computer and division software.
- Ability to proficiently operate all specialized equipment for streets functions such as single and tandem axle dump trucks, wheel tractors, front end loaders, backhoe, boom trucks, patch truck, sweeper, crack sealer, paver, roller, chipper, sign machine, paint trailer, traffic counters, stripers, and trailers.

**Working Environment and Physical Demands:**

Work is typically performed out-of-doors under dirty, uncomfortable, noisy and hazardous conditions and in all types of weather conditions. Work requires the ability and stamina to perform heavy manual physical labor, and the ability to crawl, climb, bend, twist, stoop, kneel and perform repetitive lifting, and to maintain such activities throughout a work shift, as well as the ability to move items in excess of 50 pounds. Work may be performed in confined spaces, elevated areas requiring fall restraints, and requires ability to wear and work with respirators and other safety equipment, and may involve exposure to hazardous chemicals or bloodborne pathogens. Work also involves equipment operation in heavy traffic, and excavating in proximity to overhead and underground utilities. Weekend and after-hours work is sometimes required, as well as after-hours response and emergencies.

**Experience and Training Requirements:**

- High school graduation or GED equivalent, with continuing workshops and education, **and**
- Five (5) years of progressively responsible experience in street related functions **with** a minimum of three (3) years as a Street Specialist II **and** two (2) years in public works with extensive and complex leadership, training, and supervisory skills, and customer services problem solving.
- Must have and maintain Washington State Department of Transportation certification in flagging, traffic control and safety, as well as CPR and Industrial First Aid certification within six (6) months of hire date.
- Must obtain and maintain Signal Technician I certification.
- Must be able to obtain other specialized certification in specific areas of work.
- Must pass Criminal Background and Drivers Abstract check prior to hire.
- Valid Washington State Driver's License and a good driving record.

- Must have and maintain a valid Commercial Driver's License (CDL) Class A, including Medical Certification, at time of hire.
- Must pass drug screening at time of hire and periodically thereafter at the City's discretion.

*A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.*

Established: Hulbert 95

FLSA: Non-exempt

Revised: NWM/HR 7/04, HR 3/12, PWHR 12/13, HR 2/15, HR 12/15

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.