

CLASS TITLE: SURFACE DRAINAGE LEADER III

PURPOSE OF THE CLASSIFICATION: Under general supervision acts as a working leadsperson in performing a variety of unskilled, semiskilled and skilled tasks; performs as a member of a work group or oversees workers on individual job assignments engaged in planned or scheduled general maintenance or renovation activities involving City properties and flood control facilities, and other related assigned duties.

ESSENTIAL TASKS:

- Performs leadwork and directs and participates with a group of workers, including inmates, involved in a wide variety of planned and scheduled maintenance and renovation activities
- Cleans and repairs creeks
- Maintains irrigation systems
- Builds gabion retaining walls, cement forms, and reconstructs channels
- Performs flood prevention/erosion control duties
- Removes trash, debris, and brush from facilities
- Directs movement of work materials and equipment
- Operates and directs and trains others in the use and maintenance of light to heavy motorized equipment and a variety of hand and power tools and equipment
- Plants, maintains, trims, and removes various types of plants, grasses, shrubs, and trees and oversees this work
- Maintains and orders inventory
- Monitors and completes all related paperwork
- Monitors and maintains worksite safety
- Directs application of pesticides, herbicides, and watering of landscape areas
- Directs cleanup of work areas and equipment when job is completed
- Cleans and unplugs surface drainage lines and channels
- Operates catch basin and sewer cleaner (vactor)
- Installs driveway pipe
- Rebuilds damaged items

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and four (4) years of progressively responsible experience, including semiskilled and skilled work in the general maintenance and renovation field with leadwork responsibility; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of manual labor work practices, methods, tools and materials of varied, semiskilled maintenance work; considerable knowledge of the hazards and safety precautions of the work. Ability to understand and follow verbal and written instructions; ability to lead a group of workers performing manual labor for extended periods of time, in varying weather conditions; ability to use and instruct others in the use of mechanical tools and equipment; ability to operate and instruct others in the use of various types of construction and maintenance equipment; ability to read and interpret plans and specifications; ability to plan and oversee the work of semiskilled and skilled workers; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifts/carries up to 60 pounds; occasional lifts/carries up to 105 pounds; occasional pushing and pulling up to 60 pounds; frequent balancing, bending, kneeling, handling, smelling, and twisting; occasional reaching, crawling, feeling, and climbing; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "A" Commercial Driver's License (CDL) with applicable endorsements; some positions within this classification may require an Oklahoma State Agriculture Department non-commercial Pesticide/Herbicide application's permit.

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors, and in inclement weather. May be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum lines, rough terrains, cutting/chipping/grinding, hazardous/toxic atmospheres, sewage, damp/wet surfaces, snow/ice covered surfaces, animal, snake, and insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, compressed gases, high noises, oily surfaces, refuse/garbage/litter, and water environments.

Class Code: 7532

EEO Code: N-07

Pay Grade: LT-17

Group: Labor and Trades

Series: Unskilled and Semiskilled Labor

Effective date: August 20, 2008