CITY OF RICHLAND

CLASSIFICATION TITLE:	JOB:	AFFILIATION:
LEAD CRAFTSWORKER (STREETS)	#JP-0174	Affiliated (IUOE)
REPORTS TO:	**PAY GRADE:**	**FLSA STATUS:**
STREETS SUPERVISOR OR DESIGNEE	Per CBA	Non-Exempt

GENERAL SUMMARY:

Under the direction or in the absence of the Streets Supervisor or designee, directs staff and assumes responsibility for accomplishing daily division objectives in the construction and maintenance of City streets, trails, sidewalks, and railroad facilities. Subject to after hours and weekend work as needed

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assigns, schedules and directs co-workers in the daily activities of the division in the absence of the supervisor while performing normal craftsworker duties.
- Maintains records of all work activities during the supervisor's absence.
- Provides training, direction and oversight to assigned workers on specific assignments.
- Applies skills from a variety of crafts towards the construction and maintenance of City streets, trails, sidewalks and railroad facilities.
- Answers customer complaints and inquiries in a professional manner and consistent with established policies and procedures.
- Performs all the functions of a Maintenance Craftsworker II.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Specific and realistic knowledge, skills, and abilities typically necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Modern office practices, methods, procedures and equipment.

- Record-keeping principles, procedures and techniques.
- Methods, procedures and practices associated with the repair and maintenance of streets.
- MUTCD regulations and guidelines.
- Street maintenance, traffic signage and pavement markings procedures and practices
- Proper tools and equipment required for performance of duties including stripers, wackers/plate compactors, skid steer, backhoe, front loader, dump trucks, tankers, and snow removal equipment including deicers and crack sealers.
- Applicable health and safety policy, procedures and practices.

Skills and Abilities to:

- Learn, read, interpret, apply and explain rules, regulations, policies and procedures.
- Follow oral and written instruction.
- Follow health and safety regulations.
- Observe legal and defensive driving practices.
- Operate patch truck, dump trucks, sanders, snowplows, liquid de-ice tanks, water tanker, crack sealers, concrete/asphalt saws/grinders, air compressors, asphalt distributor and other street related power tools.
- Assist with the training and evaluation of performance of assigned staff.
- Assist with developing work schedules and providing direction to co-workers.
- Answer customer complaints and inquiries in a professional manner.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of modern office equipment and personal computers in a windows based computing environment, using standard or customized software application programs appropriate to assigned tasks.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent.
- Six (6) years of increasing responsible experience in City street maintenance and construction.

- Or an equivalent combination of education, training and experience that will provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid driver's license including Class 'A' CDL with tanker endorsement upon hire date and maintain throughout employment.
- American Traffic Safety Services Association (ATSSA), or acceptable equivalent, Traffic Control Supervisor Certification upon hire date and maintain throughout employment.
- Railway Worker Protection Certificate upon hire date and maintain throughout employment.
- American Public Works Association Winter Maintenance Operator Certificate upon hire date and maintain throughout employment.
- Valid Flagger's Card upon hire date and maintain throughout employment.
- Must obtain National Commission for the Certification of Crane Operators (NCCCO) "Service Truck Crane Operator" (STC) certification within eighteen (18) months of hire and maintain through employment.
- Obtain Signal Person and Rigger Certification within eighteen (18) months of hire and maintain through employment.

COMPETENCIES:

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

WORKING CONDITIONS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

- Typically performed in the field, which requires travel daily from site to site to perform maintenance and repair activities and checking on construction.
- Work is performed on city streets where workers encounter traffic hazards.
- Workers perform work at street level and may be required to work below ground.
- The position involves work outdoors on a year round basis and is subject to extreme weather conditions.
- Work areas may be dirty and strewn with construction debris. Employees will encounter dust, noise and fumes typically associated with construction or maintenance work.
- The noise level in the work environment is can vary from extremely loud, to moderate, to quiet depending on type of work being performed.
- Will be exposed to moving mechanical parts, vehicles, and heavy equipment when working within a construction site.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands:

- Operate a motorized vehicle or equipment, which may include inclement weather conditions.
- Ability to sit, stand, walk or bend for extended periods of time, reach with arms and hands, kneel and stretch, occasionally crawling in tight spaces, as well as the ability to climb ladders and stairs.
- Ability to walk through construction sites at all stages of completion, and negotiate uneven terrain.
- Ability to lift, push, carry and pull materials and objects weighing up to 50 lbs. on a routine basis and up to 90 lbs. as needed using proper lifting techniques.
- Manual dexterity of hands and fingers to include repetitive grasping and reaching.
- Good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person and over the telephone.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.

AUTHORIZATIONS: ***(For Archive)***

Human Resources Director — Date: 7/1/2024

Department Director — Date: 7/2/2026

City Manager or Authorized Designee — Date: 7/6/2026