


City of Sweet Home Job Description

Job Title: Crew Leader - Streets
Department: Public Works
Reports To: Maintenance Lead Worker
FLSA Status: Nonexempt
Union Position: Yes
Prepared Date: October 2006
Approved By: Public Works Director and Union Local President
Approved Date: November 30, 2006
Reviewed By: 
Reviewed Date: December 6, 2006

SUMMARY:

In a lead capacity, perform and direct the activities of a work crew performing a wide variety of Public Works tasks in the construction, maintenance and repair of public streets and right-of-way areas. Operate all types of public works equipment and ensure safe work practices of crew. Maintain work records and submit related reports as scheduled or requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not exclusively limited to, the following. Other duties may be assigned.

- Be at work on time.
- Be available for work.
- Give a full day's work.
- Respond in a positive manner to directions.
- Learn present job as well as new jobs.
- Adjust to change.
- Get along with others.
- Know and follow the rules, policies, practices and procedures of the department.
- Be physically and mentally fit for work.

In a lead capacity, train, schedule, determine work to be performed, assign and review work, provide input in the hiring and performance evaluation of crew, and participate in duties of assigned crew including: clean, paint, gravel and sand, crack seal, hot and cold patch streets; clear catch basins; apply herbicides/pesticides; prune overhanging branches and shrubbery, and mow grass; various minor building maintenance; etc.

Maintain inventory and repair and replace traffic control devices in accordance with MUTCD.

Respond to various questions, resolve problems and provide technical assistance to crews that arise at the work site involving work tasks and the public.

Complete reports related to work activities and maintain related records in both manual and computer formats.

Make recommendations regarding annual budget for operating needs and costs. Research and develop specifications for equipment purchases; estimate costs of proposed work; purchase materials as necessary within budgetary guidelines.

Ensure compliance by crew and follow all safety rules and procedures established for work areas.

Develop and sustain positive, cooperative, team oriented working relationships with supervisor, co-workers and ancillary staff.

AUXILIARY JOB FUNCTIONS: Include, but are not necessarily limited to, oversee work performance of other crews as assigned. Perform various special event tasks such as hanging banners, setting up and taking down of

Christmas decorations, parade setup, etc. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

SUPERVISORY RESPONSIBILITIES:

This Crew Lead worker position involves a high level of skills in construction and maintenance work. In lead capacity, responsible for up to three FTE and three temporary/seasonal workers in which, this position carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; directing work; addressing complaints and resolving problems.

Is under the general supervision and uses independent judgment on a routine basis as directed by the Maintenance Lead Worker.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Passing a pre-employment drug test is required.

Considerable knowledge of the proper operation and maintenance of vehicles, tools and equipment, practices, methods, hazards and safety precautions used in the maintenance and repair of streets and right-of-ways; herbicide/pesticide application, equipment servicing methods and techniques; general computer literacy; and general personnel and supervisory practices.

EDUCATION and/or EXPERIENCE:

One year certificate from college or technical school preferred. Equivalent to high school education and four years experience in public works or construction environment which included the regular operation of heavy equipment, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Considerable knowledge of appropriate materials, methods, tools, equipment and practices involved in the construction maintenance and repair of Public Works facilities.

LANGUAGE SKILLS:

Ability to understand and follow oral instructions.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

MANDATORY REQUIREMENTS:

Possession of Class "A" Commercial Drivers License with air brake and tank endorsement. Within 90 days of appointment, must possess Oregon Pesticide Applicator's license. Within six (6) months of appointment, must possess Work Zone Traffic Control certificate.

DESIRABLE REQUIREMENTS:

Possession of Work Zone Traffic Control certificate at time of appointment. Certification through the ODOT Road Scholar Program or equivalent. Possession of valid CPR/First Aid card. Previous "lead worker" or supervisory experience. Previous experience within the City's Public Works Department.

PHYSICAL DEMANDS:

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

Ability to perform heavy manual labor for extended periods.

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility over various terrain. Many duties are physically demanding requiring the movement of materials weighing up to 100 pounds. Movement of materials weighing up to 25 pounds may consume 40% of the work period. Duties require regular operation of light, medium and heavy equipment, use of hand tools, jackhammer, chainsaw, shovels, etc. Activity and types of duties performed require manual coordination and dexterity.

WORK ENVIRONMENT:

The work environment characteristics described here 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.

Ability to form and maintain efficient and effective working relationships with other employees and the public.

The majority of duties take place outdoors with exposure to all types of weather conditions and terrain on a year-round basis, bio-hazardous waste, dirt, grease, oil, fumes, chemicals, and noise which may require hearing protection. Position is subject to emergency on-call response after normal duty hours.