

City of Wilder
Position Description

Class Title: Crew Leader

Department: Public Works

Supervisor: Assistant City Administrator

Supervises: Supervises work of the full-time, part-time and seasonal employees of the Public Works Department.

Class Characteristics: Assists the Assistant City Administrator with activities and programs of the department as directed or requested. Supervises assigned personnel while assisting with required duties, including manual skilled work of a varied nature in the construction, installation, maintenance and/or cleanliness of the city facilities, streets and roads, parking lots, sidewalks, storm sewer inlets, manholes, culverts, drainage ditches, street signs, barricades, guard rails, etc.; performs related work as required.

Distinguishing Features of the Class: The work in this class involves assisting with all functions of the department. Supervises assigned personnel while performing a variety of manual, semi-skilled, and skilled labor of routine and moderate difficulty. Work is physically demanding, involving heavy lifting, shoveling, digging, and related work for extended periods of time during all weather conditions.

General Duties and Responsibilities (Illustrative Only):

Essential:

1. Assists the Assistant City Administrator with planning, organizing, directing, coordinating and evaluating activities and programs of the department as required and requested.
2. Supervises the crew and assists with the construction, installation, maintenance and/or cleanliness of all city facilities, streets and roads, parking lots, sidewalks, storm sewer inlets, manholes, culverts, drainage ditches, street signs, barricades, guard rails, etc.
3. Supervises and performs paints and/or cleans facilities as required.
4. Supervises and performs paves and paints curbs and parking lots.
5. Supervises and performs mows grass; cuts/trims trees and tree limbs; clears city right-of-way; sprays weeds and grass with herbicides.
6. Supervises and performs installation and/or repairs traffic control signs on all city streets.
7. Supervises and performs removal of snow from city streets, sidewalks, parking lots, etc.
8. Operates departmental vehicles and equipment.
9. Uses small motorized equipment and other tools manually.
10. Supervises and performs preventive maintenance on departmental vehicles and equipment; may perform light mechanic duties on city vehicles and equipment. Ensures all vehicles and equipment are properly stored after use.
11. Ensures the safety requirements are maintained at all times.

12. Assists with maintaining inventory of equipment, spare parts and supplies for the department.
13. Supervises and assists with salting streets and roads; removes snow.
14. Supervises and assists with making forms and pouring concrete.
15. Supervises and assists with performs maintenance and/or services departmental vehicles and equipment.
16. Supervises and assists with hangs and takes down banners, decorations, etc.
17. Supervises and works festivals and special events. The expectation is not to be mandated to work all events; only when attendance is necessary.
18. Prepares and maintains required reports and records.
19. Assists with preparation of departmental budget, including capital improvement budget; assists with administration of approved budget.
20. Supervises subordinates; schedules work, training and time off.
21. Counsels employees on departmental rules and regulations.
22. Recommends discipline as necessary, subject to approval and in compliance with state laws and departmental regulations.
23. Keeps Assistant City Administrator informed of key issues and critical events.
24. Assists with implementing safety program; ensures that safety program is followed.
25. Supervises and monitors preventive maintenance program on departmental equipment, vehicles and tools.
26. Prepares and/or ensures the preparation of memoranda and reports on activities of the department.
27. Ensures that accurate records of departmental activities are prepared and maintained.
28. When requested, contacts citizens in regard to complaints or information about departmental activities.
29. In the absence of the Assistant City Administrator may attend regular and special Council meetings and reports on departmental activities as requested.
30. Assists the Assistant City Administrator in directing and monitoring the implementation of long-range and capital improvement plans for the city with assistance from the City Engineer.
31. Performs related duties as required.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by three years related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of applicable federal, state and local laws, administrative regulations, and ordinances pertaining to departmental programs and activities.
2. Thorough knowledge of the principles, practices, procedures, methods and techniques applicable to departmental programs and activities.
3. Thorough knowledge of general trends and new techniques in the administration of departmental programs and activities.
4. Thorough knowledge of budget operations and procedures.
5. Thorough knowledge of the methods and equipment used in departmental activities.

6. Thorough knowledge of materials, methods and techniques utilized in construction, maintenance, cleanliness and operation of city streets, storm drains and other city-owned facilities.
7. Thorough knowledge of the geography of the city.
8. Thorough knowledge of work hazards and applicable safety precautions associated with departmental equipment, vehicles, tools and procedures.
9. Thorough knowledge of record keeping requirements.
10. Thorough knowledge of the Public Works principles and practices.
11. Thorough knowledge of departmental rules and regulations.
12. Thorough knowledge of departmental equipment, vehicles and tools.
13. Thorough knowledge of required departmental skills ranging from general maintenance to specific details such as plumbing, electrical, concrete, blacktop, dirt, gravel, etc.

Skills:

1. Supervisory skills
2. Communication skills
3. Computer skills
4. Skills in the operation and maintenance of departmental vehicles and equipment.
5. Skills in working with the public.
6. Skills in a specialized area such as block/brick laying, carpentry, plumbing, working with concrete, electrical, etc.

Abilities:

1. Ability to assist with the planning, organizing, directing, and evaluating the work of others while assisting with required duties.
2. Ability to assist with analyzing the effectiveness of departmental activities.
3. Ability to make decisions in accordance with applicable laws and policies, and to accept and share responsibility for all matters affecting the Public Works Department.
4. Ability to operate departmental vehicles and equipment; ability to assign priorities and supervise the repair of departmental equipment, vehicles and tools.
5. Ability to establish and monitor preventive maintenance program for departmental equipment, vehicles and tools.
6. Ability to establish and monitor an effective departmental safety program.
7. Ability to work with independent contractors and/or consultants.
8. Ability to communicate effectively, orally and in writing.
9. Ability to establish and maintain an effective working relationship with city officers, employees, and the general public.
10. Possess mechanical aptitude, manual dexterity and good physical condition.
11. Ability to visually and physically inspect all city property, including but not limited to, facilities, streets, sidewalks, street signs, storm sewer inlets, etc.
12. Ability to perform minor mechanical duties on city vehicles and equipment; ability to perform preventive maintenance on all departmental equipment, vehicles and tools.
13. Ability to assign priorities and supervise the repair of departmental equipment, vehicles and tools.

14. Problem solving abilities.
15. Ability to work under pressure in a positive manner.

ADDITIONAL INFORMATION

Instructions: Somewhat general; many aspects are covered specifically, but must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: Job performance is monitored by the Assistant City Administrator.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of technical concepts is required.

Tools, Equipment and Vehicles Used: Heavy equipment (loaders, backhoe, trucks, tractors, mowers, jack hammer, and salt spreader); vehicles; departmental hand tools.

Physical Requirements of the Job: Work is performed both indoors and outdoors; however, most work is completed outdoors regardless of weather conditions. Must lift heavy objects (more than 25 pounds); must operate vehicle and equipment as a job requirement; exposed to machinery and its moving parts; exposed to high places, confined spaces; must use ladders and stairs; exposed to fumes, chemicals and toxic substances.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Little or no use of confidential information.

Mental Effort: Heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain valid driver's license issued by the Commonwealth of Kentucky.

Availability: Must be able to respond to calls at all times.

Certification Requirements: Must possess Road Masters Certification, CPR certification and knowledge in first aid.

Additional Requirements: Must meet job-related physical and psychological requirements in effect at the time of appointment, and must pass any job-related mental, psychological and/or physical qualifying examination that may be prescribed.

Overtime provision: Non-exempt.

City of Wilder
POSITION DESCRIPTIONS

CLASS TITLE: Public Works Laborer

CHARACTERISTICS OF THE CLASS: This is semi-skilled work involved with performing manual duties in the maintenance, repair, and minor construction of streets, public buildings, public water and sewer lines, and city vehicles. Individuals in this class perform a variety of duties ranging from simple manual labor to tasks involving the operation of motorized equipment and power tools. Work is usually performed outdoors, under the close to very close supervision of the Public Works Director.

ESSENTIAL FUNCTIONS: Perform manual labor duties, for extended periods of time, often under adverse weather conditions; Lift objects in excess of 25 pounds several times a day, or as the job requires; Work in high places with dangerous machinery and sharp tools; Must be able to safely operate hand tools, small and heavy power tools, and motorized equipment to perform simple labor tasks; Follow oral and written instructions in order to accomplish simple work tasks; Communicate accurately with other city employees and officers, government agencies, and the general public.

JOB DUTIES: Maintains and replaces sections of concrete and asphalt streets; Rods and cleans out sanitary sewers; Regularly inspects sewer lines; Plows and salts city streets during inclement weather; Digs and back fills trenches; Patches asphalt "potholes" ; Operates street-sweeper; Digs out holes with manual or automatic digging tools; Assists in painting crosswalks and other traffic markings; Installation of traffic signs; Operates dump truck, bulldozer, backhoe, tractor, or other heavy equipment as required by job duties; Maintains public vehicles; Maintains light and heavy power tools; Lifts objects in excess of 25 pounds several times a day; Assists in litter collection; Cleans public works building.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from a standard high school, or equivalency, supplemented by previous work experience; Or any combination of experience and training which provides the desired knowledge, skills, abilities.

KNOWLEDGE, SKILLS, AND ABILITIES: Ability to perform manual labor duties, for extended periods of time, often under adverse weather conditions; Ability to lift objects in excess of 25 pounds several times a day, or as the job requires; Ability to work in high places with dangerous machinery and sharp tools; Must be able to safely operate hand tools, small and heavy power tools, and motorized equipment to perform simple labor tasks; Ability to follow instructions in order to accomplish simple work tasks; Familiarity with the principles concerning construction, maintenance, and repair of buildings, roads, landscapes, and infrastructures; Familiarity with occupational hazards and proper safety

precautions; Communicate accurately with other city employees and officers, government agencies, and the general public.

NECESSARY SPECIAL REQUIREMENTS: Possession of, or the ability to obtain, a valid vehicle operators license

Possession of, or the ability to obtain any license(s) deemed appropriate or necessary for the successful completion of job tasks.

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as exhaustive statement of duties, requirements, or responsibilities.

Effective: 6/93