



## **Crew Leader**

### **SALARY GRADE(S): 16, 18**

**PURPOSE OF POSITION:** To determine, schedule, direct and inspect the activities of the workforce engaged in laborer activities and to assure all established schedules are maintained and responded to in a timely manner.

#### **ESSENTIAL FUNCTIONS:**

- Supervises subordinates in the performance of duties.
- Establishes work schedules to assure timely completion of work activities.
- Operates city vehicles, trucks and/or specialization types of equipment.
- Maintains time and work records and prepares associated reports.
- Inspects and evaluates work of subordinates for quality and adherence to standards.
- Documents and tracks work orders for accuracy and completeness.
- Responsible for the quality and quantity of work completed and performed by the crew assigned.
- Trains and coaches the employees on assigned crew.
- Provides input and insight on performance levels and developmental needs of employees on assigned crew to be included in performance appraisals.
- Responsible for ensuring the safe and efficient operation of the equipment assigned to crew, including the regular checking of tires, oil, fuel, brakes, hydraulic lines, steering and other specified items and correcting any faults in the equipment.
- Responsible for remaining knowledgeable and certified, if required for position, in the specialized discipline in which the labor and trade work is performed.
- May perform strenuous work in a variety of weather conditions including high heat conditions.
- May standby for and answer emergency calls to repair equipment on an “on call, 24 hour per day” basis.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

#### **JOB BASED COMPETENCIES:**

- Experience in the supervision of semi-skilled and skilled technicians in routine work, including experience in the field of specialization to which assigned.
- Ability to read and interpret technical manuals, sketches, drawings, blueprints and maps.
- Ability and knowledge necessary to make mechanical and electrical repairs and adjustments, and to field service Heavy Construction equipment.
- Skill in the use and care of the tools, materials and equipment of the trade areas or of medium and heavy maintenance equipment.
- Ability to receive and understand oral and written orders and execute those orders effectively.
- Ability to give oral and written orders clearly and ensure those orders are followed effectively.

- Knowledge of desktop computer systems, equipment and software, including spreadsheet, database, word processing and similar software programs.
- Ability to prepare and present complete and accurate reports on work activities.
- Ability to work overtime and/or be on call.
- Ability to respond calmly and effectively in emergency situations.

**PUBLIC CONTACT:** Good interpersonal skills are an important component of this position. Public contact may be frequent when on-site and incumbent is expected to respond courteously and responsively to the public's questions relating to the purpose and scope of repairs and similar questions. Other public contacts may be required from time to time to explain aspects of the operation and functioning of the City's mechanical equipment and systems.

**ORGANIZATIONAL STATUS:** Under the direction of and responsible to the Department Head or designated representative.

**SUPERVISION EXERCISED:** Supervises assigned employees within a crew.

**PHYSICAL REQUIREMENTS:** This position requires the exertion of 100 pounds of force occasionally and up to 50 pounds of force frequently. Work requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, and crouching. Incumbent is subject to inside and outside activities with a variety of weather changes, noise, vibrations, job hazards, and atmospheric conditions. Visual acuity is required to operate automotive equipment and perform maintenance tasks. Worker is required to hear sufficiently to perceive information at normal spoken word levels. Manual dexterity is required to operate equipment in performance of duties.

**MINIMUM QUALIFICATIONS:**

<p><b>Crew Leader I</b></p> <p><b>Job Code:</b>14.32 <b>Salary Grade:</b> 16 <b>FLSA Status:</b> Non-Exempt <b>Union:</b> Represented</p>	<ul style="list-style-type: none"><li>• High School or GED</li><li>• Five years experience in public works or construction at the journeyman level.</li><li>• Possess and maintain a valid State of Florida Commercial Driver's License (CDL).</li><li>• Possess and maintain MOT Intermediate Certification.</li><li>• Sixteen hours of supervisory training within 6 months.</li></ul> <p style="text-align: center;"><u>Assignment Specific Requirements:</u></p> <ul style="list-style-type: none"><li>• Tanker Endorsement, assignment in Distribution or Collection, Control Systems, Facility Maintenance, Plant &amp; Lift Stations Maintenance.</li><li>• C License in water, wastewater or reclaimed water distribution, assignment in Distribution or Collections.</li><li>• BOMA Maintenance Tech Certification or equivalent, assignment in Facility Maintenance.</li><li>• C License or ISA Certified as Industrial Maint Mechanic, assignment in Plant &amp; Lift Station Maintenance.</li><li>• ISA CCST Level I, assignment in Control Systems.</li><li>• Level II Traffic Signal Certifications, assignment in Traffic</li></ul>
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	<p>Control.</p> <ul style="list-style-type: none"> <li>• Maintenance of asphalt coursework from University of Wisconsin or American Public Works Association, assignment in Streets and Highways.</li> </ul>
<p><b>Crew Leader II</b></p> <p><b>Job Code:</b> 14.33  <b>Salary Grade:</b> 18  <b>FLSA Status:</b> Non-Exempt  <b>Union:</b> Represented</p>	<ul style="list-style-type: none"> <li>• High School or GED</li> <li>• Seven years experience in public works or construction at the journeyman level, two years of which must be at the supervisory level in disciplines relating to public works, water utility operations or construction.</li> <li>• Possess and maintain a valid State of Florida Commercial Driver’s License (CDL).</li> <li>• Possess and maintain MOT Intermediate Certification.</li> <li>• Forty hours of supervisory training within 6 months in position.</li> </ul> <p style="text-align: center;"><u>Assignment Specific Requirements:</u></p> <ul style="list-style-type: none"> <li>• Tanker Endorsement, assignment in Distribution or Collection, Control Systems, Facility Maintenance, Plant &amp; Lift Stations Maintenance.</li> <li>• B License in water, wastewater or reclaimed water distribution, assignment in Distribution or Collections.</li> <li>• BOMA Systems Maintenance Administrator Certification or equivalent, assignment in Facility Maintenance.</li> <li>• B License or ISA Certified as CPMM Level II or AFE Certified as Certified Plant Supervisor (CPS), assignment in Plant &amp; Lift Station Maintenance.</li> <li>• ISA CCST Level II, assignment in Control Systems.</li> <li>• Level II Traffic Signal Certifications, assignment in Traffic Control.</li> </ul>

**TRAINING REQUIREMENTS:** ISC 100 and IC 700