



## CREW LEADER

FLSA: Non-exempt

Union: CLOCEA

Salary: \$4,410 - \$5,361 per month

### **DEFINITION:**

Under direction of the Public Works Operations Manager, plans, organizes, and leads the Public Works crew in daily tasks and independently performs highly skilled activities for maintenance, repair and installation of public works equipment, systems, facilities and sites. Performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the Public Works Operations Manager. Leads daily tasks of the Public Works crew on maintenance, repair and installation projects. This position does not supervise personnel.

### **CLASS CHARACTERISTICS:**

In addition to assisting the Public Works Operations Manager, this full, advanced journey-level classification has responsibility for performing and leading daily tasks of the Public Works crew. This position organizes, performs, and leads the daily activities of the Public Works crew in, the full range of skilled water, sewer, streets, facilities and parks tasks. This class is distinguished from the Public Works Operations Manager in that the latter has overall responsibility for supervision of Public Works maintenance and operations personnel.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):**

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Leads and performs the full range of highly skilled activities including, but not limited to maintenance, repair and installation of the following facilities and systems: water production and distribution, wastewater and stormwater collection, treatment and disposal, plants and facilities, streets, traffic signal, markings and signage and parks.
- Receives, prioritizes, organizes, plans and schedules work orders for Public Works crew daily activities.
- Determines and assigns process, equipment, materials and staffing needs for assigned tasks.
- Provide task leadership to the Public Works Crew in the daily Public Works activities.
- Leads and performs full range of work on the water system such as maintenance and repair of water lines, valves, hydrants, water wells and facilities; installation and replacement of water mains, valves, hydrants and service lines.

- Leads and performs full range of work on the sewer system such as maintenance and repair of sewer laterals, mains, lift stations and treatment plant; installation and replacement of sewer laterals and mains.
- Leads and performs full range of work on street maintenance and repair such as pothole patching and digout repairs on asphalt; concrete curbs, gutters, sidewalks; striping, signage and lighting.
- Leads and performs full range of work on parks and landscaping including maintenance, repair and installation of irrigation systems and plantings.
- Manages the City Cross Connection Control Program as directed.
- Operates motor vehicles and equipment in the performance of assigned duties.
- Inspects work as it progresses to ensure compliance with City standards and regulatory compliance.
- Cleans and cares for tools and equipment.
- May respond to emergency and after-hours calls.
- Ensures the use of safe working methods, techniques and procedures and enforces safety regulations of the occupational hazard and employee safety training programs while leading tasks.
- Assists in developing and implementing maintenance, repair and installation methods and procedures.
- Monitors and evaluates the efficiency and effectiveness of maintenance, repair and installation activities and crew and identifies opportunities for improvement and makes recommendations to the Public Works Operations Manager.
- Assists in inspecting motorized and mechanical equipment, facilities and sites to identify repair, maintenance tasks.
- Assists in diagnosing issues and determining the extent of necessary maintenance, repair and installation tasks.
- Assists in ordering and maintaining stock at predetermined levels.
- Keeps daily records of activities and assists in maintaining records and reports.
- Assists investigations of customer/citizen complaints and requests.
- Coordinate with contracted service providers.
- Maintains and timely submits purchase receipts and invoices for payment.
- Performs related duties as required.

#### **QUALIFICATIONS:**

##### **Knowledge of:**

- Materials, records, equipment and current practices used in the maintenance, repair and installation of water and sewer systems, streets, traffic safety systems, parks, vehicles and equipment, and related facilities sites and structures.
- Principles of leading and training
- Safety practices, personal protective equipment, and devices used in public works activities.
- Relevant federal, state and local laws, regulations and policies.

- Maintain and prepare detailed reports.

**Skill in:**

- Coordinating and performing Public Works maintenance, repair and installation activities.
- Prioritizing, planning, organizing, assigning, leading and reviewing public works activities and the work of assigned staff.
- Evaluating proposed projects, or alternative solutions to repairs, maintenance or construction issues.
- Developing and maintaining effective work relationships with those contacted in the performance of required duties.

**Ability to:**

- Organize own work, coordinate projects, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Prioritize, develop, plan, implement and lead a variety of complex public works crew activities.
- Make work assignments and evaluate equipment, material and staffing needs.
- Lead and train assigned personnel on Public Works crew tasks.
- Operate vehicles and equipment observing legal and appropriate driving and operating practices.
- Evaluate and develop improvements in maintenance, repair and installation procedures or methods.
- Ensure compliance to standards and safety requirements on Public Works activities.
- Communicate effectively in written and oral form.
- Follow verbal and written direction.
- Function effectively in emergency situations.

**Education and Experience:**

*A combination of education, experience, and training which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Typical education would include graduation from high school, or attainment of a G.E.D. College or university credits from major coursework in mechanics, public works maintenance, personnel management, or a closely related field is desirable but not required. Typical experience would be a minimum of three (3) years of direct experience in a municipality or other public agency in public works or maintenance. Qualifying experience above the minimum may be substituted for education as long as sufficient education has been obtained to assure the ability to read and write English at a level required for successful job performance.

**Licenses and Certifications:**

- Possession of a valid California driver's license.
- Possession of a minimum Grade 1 Distribution and Grade 1 Treatment Operator certification, and ability to obtain a Grade 2 Distribution certification within one year and Grade 2 Treatment Operator certification within two years.
- Possession of, or ability to obtain within one year, certification as a Cross-Connection Control Specialist Level One within one year and Level Two within two years.

**PHYSICAL DEMANDS:**

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift, move, push and pull materials up to 25 pounds frequently and up to 100 pounds occasionally; work in an outdoor environment resulting in exposure to the weather and requiring the ability to perform heavy labor in a variety of conditions; use hands to touch, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**ENVIRONMENTAL ELEMENTS:**

Work is performed occasionally in an office and mostly in a field environment. Incumbent drives on surface streets, traverses uneven terrain on foot, and may be exposed to traffic and construction hazards, fire hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, confined spaces, fumes, dusts, odors, toxic or caustic chemicals, vibration. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.