

CITY OF CHATTANOOGA
Classification Specification Title: Crew Foreman

Department: Public Works

Pay Grade: GS.09

Supervision Received From: Mgr. Street Maintenance

FLSA Status: Non-Exempt

Supervisory Responsibility For: Crew Worker

Established: 6/29/07

Revision Dates: 4/1/25

**1/28/25; 10/20/23; 8/27/24;
10/06/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing supervisory and administrative duties involving skilled maintenance and/or construction of sewer/storm water pipes and structures, sewers, waste resources, parks operations, landscape features and green infrastructure, or other assigned area.

Duties may include: building rough wooden structures, such as concrete forms, scaffolds, tunnel, bridge, or sewer supports, billboard signs, and temporary frame shelters; laying and binding building materials, such as brick, structural tile, concrete block, cinder block, glass block, and terra-cotta block, with mortar and other substances to construct or repair walls, partitions, arches, sewers, and other structures; installation and repair of sewer/storm water pipes and structures and identifying and resolving of problems in the sewer collection system using closed circuit television equipment, grouting and sewer cleaning equipment, making repair recommendations, and supervising the collection of samples of overflow materials; inspection, selection, placement, care and maintenance of landscaping and turfgrass. Works under limited supervision.

SERIES LEVEL:

The Crew Foreman is the third level of a three-level series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals. Collaborates with Management, Administration, and/or the City Training Coordinator to develop training related to areas of responsibility.

Coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations and provides technical expertise.

Ensures adherence to established safety procedures, including adherence to OSHA and MUTCD safety regulations; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; ensures set up of safe work zones; initiates any actions necessary to correct deviations or violations.

Ensures compliance with Federal, State, and City landscape, forestry, green infrastructure permits, requirements, laws, and regulations.

Coordinates work activities with those of other departments, contractors, outside agencies or others as needed; responds to needs/requests of other city departments.

Develops long-term goals and projects; drafts plans, blueprints and specifications for proposed improvements; reviews project design and coordinates with planner on capital projects.

Plans and coordinates projects; prepares or receives work order requests; calculate cost and effort necessary for job completion; prioritizes, schedules and assigns projects to crews according to available time and resources; coordinates availability of needed equipment, personnel and materials; inspects work sites to ensure proper completion of projects, including replacement of landscaping.

Develops long-term maintenance schedules; performs preventive maintenance inspections.

Oversees operation and maintenance of department equipment; provides training and instruction on proper use and repair of equipment.

Monitors inventory of department equipment, supplies and parts; ensures availability of adequate materials to conduct work activities; initiates requisitions for new/replacement materials; reviews equipment specifications; receives/inspects incoming deliveries; coordinates organization and restocking of stock.

Supervises and performs general cleaning/maintenance work necessary to keep vehicles, equipment and tools in operable condition which may include inspecting equipment, checking/replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment; evaluates and coordinates needed equipment repairs.

Supervises and performs the technical and complex duties required during the installation/repair of sewer/storm water pipes and structures; includes the ordering and staging of material, equipment necessary to perform such work; ensures all OSHA guidelines are adhered to in relation to trenching, sloping, benching, classifying and testing soil types.

Supervises, performs, and trains employees in maintenance and construction activities to maintain proper care and functionality of green infrastructure and ornamental horticulture systems; leads and assists in the selection, care, planting, and maintenance of City trees, shrubs, flowers, turfgrasses, other plants, soil, and sod in local parks and other public areas.

Identifies invasive species and develops plans to control or eliminate unwanted plant species.

Designs, installs, and maintains annual and perennial planting beds, grasses, shrubbery, and trees.

Selects and recommends flowers and plants for replacement. Identifies common species of plant pests and weeds and utilizes the method of integrated pest management for control.

Prepares fertilization, integrated pest management, and irrigation schedules.

Applies pesticides, herbicides, and fertilizers complying with state and federal guidelines and keeps record of applications.

Responsible for inspecting work of contractors and working directly with contractors to ensure quality of works meets expectations of the City.

Identifies/resolves problems/defects in the Sewer Collection System by operating a closed circuit television inspection tracking system, grouting equipment and sewer cleaning equipment to inspect, clean and seal sewer lines.

Makes recommendations concerning repair needs on sewer pipes; documents sewer problems using videotape, photographs and computer log sheets; determines whether sewer problems are the city's responsibility.

Recommends repair, replacement, sealing, pipe lining or other action as appropriate; checks wet weather sewer problems; supervises collection of samples of overflow materials, composite materials, metals, fecal matter, coliform or other materials; initiates chain of custody forms to identify samples; forwards samples to laboratory for analysis and supervises combination sewer cleaning truck crews.

Provides budgetary input relating to area of assignment; evaluates current and future equipment needs; assists with preparation of departmental budget and bid specifications for materials and equipment; prepares purchase orders for procurement of materials; investigates accounting discrepancies.

Performs administrative tasks; receives/approves timesheets and leave requests; prepares payroll sheets and forwards to payroll staff; reports accidents or injuries; reconciles billing for vehicle repairs; maintains television and grouting log sheets.

Maintains and updates current blueprints, construction plans, street maps, sewer system maps or other documentation; provides sketches of field information for incorporation into city maps; maintains and updates video library.

Prepares or completes various forms, reports, correspondence, lists, logs, work requests, daily activity reports, monthly progress reports, personnel documentation, chain of custody forms, overflow forms, shipping forms, vehicle repair forms, vehicle maintenance sheets, accident reports, property damage reports, inventory records, purchase requisitions, payroll sheets, performance evaluations, diagrams, maps, drawings and other documents.

Receives various forms, reports, correspondence, logs, work orders, specifications, maps, drawings, wiring diagrams, mechanical diagrams, vehicle repair forms, inventory records, job applications, time sheets, leave slips, manuals, catalogs, reference materials or other documentation; reviews, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, computer mapping or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink or toner; coordinates service/repair activities as needed.

Supervises and assists in performing manual tasks associated with department activities which may include locating manholes, lifting/uncovering manhole covers, chipping out inverts, troubleshooting electrical problems, cutting/shaping metal, sealing joints, cutting/shaping metal, troubleshooting equipment problems, placing traffic control/safety markers, flagging traffic or lifting/moving heavy materials.

Operates a variety of equipment, machinery and tools used in department activities which may include a television truck, seal truck, crew cab, television inspection tracking system, closed circuit camera, mini-cam system, video recorder, joint sealing equipment, air compressor, generator, gas detector, soldering iron, heat gun, rotary tools, pneumatic tools, power tools, hand tools, mechanic tools, diagnostic equipment, meters and gauges.

Transports, loads and unloads various equipment and materials used in projects; transports workers to work.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Communicates with supervisor, employees, other departments, engineers, plumbers, contractors, manufacturers, vendors, the public, outside agencies and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems or give/receive advice/direction.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new techniques, equipment, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

May be required to use, carry and answer their cell phone as determined by their job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

May be assigned or reassigned to any division within the department.

Performs other duties as assigned.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED and various other requirements depending on area of assignment. Three years experience is preferred. Masonry Requirements: Vocational education or skilled trade training as a brick mason supplemented by two (2) years of experience laying and binding

building materials such as brick, structural tile, concrete block, glass block and terra-cotta block, with mortar and other substances to construct or repair walls, partitions, arches, sewers and other structures; supplemented by two (2) years of experience supervising a work crew and performing administrative duties involving maintenance and/or construction of streets, sewers, waste resources or other area of assignment.

Required to possess and maintain a valid Tennessee driver's license. Carpentry Requirements: Vocational education or skilled trade training in carpentry; supplemented by five (5) years of experience building rough wooden structures, such as concrete forms, scaffolds, tunnel, bridge or sewer supports, billboard signs and temporary frame shelters, according to sketches, blueprints or oral instructions; supplemented by two (2) years of experience supervising a work crew and performing administrative duties involving maintenance and/or construction of streets, sewers, waste resources or other area of assignment.

Required to possess and maintain a valid Tennessee driver's license. CCTV Operator Requirements: Requires four (4) years of experience with CCTV inspection equipment, sewer line cleaning equipment, operation of combination sewer cleaner/vacuum trucks or experience with open-cut and trenchless sewer line repair; supplemented by two (2) years experience supervising a sewer line work crew and performing administrative duties involving inspection, maintenance and/or construction of sewers.

Required to possess and maintain a valid Tennessee driver's license. Pipe Installation Requirements: Requires (1) year of experience as a crew member performing the construction, installation and maintenance of sewer/stormwater pipes and structures; supplemented by experience performing administrative duties and two (2) years of OSHA safety training and/or experience related to sewer/stormwater construction and maintenance.

Required to possess and maintain a valid Tennessee driver's license. Horticulturist Requirements: Vocation education or skilled trade training in agronomy, horticulture, turf management, forestry, or a related field and four (4) years related experience.

Requires two (2) years of experience in commercial or public landscape maintenance or park landscape maintenance with experience in irrigation operation and repair; supplemented by two (2) years experience supervising a work crew and performing administrative duties involving inspection, maintenance, and/or construction of landscape, green infrastructure, or horticulture features or systems or any equivalent combination of education, training, and experience. Required to possess and maintain a valid Tennessee driver's license.

Must be able to obtain TN Department of Agriculture Commercial Pesticide Applicator Certification within six (6) months of hire.

LICENSING AND CERTIFICATIONS:

Required to possess and maintain a valid Class D driver's license and/or may be required to obtain the Pipeline Assessment and Certification Program (PACP) certificate. TN Department of Agriculture Commercial Pesticide Applicator Certification within six (6) months of hire. Preferred Membership in American Horticulture Society, American Society for Horticultural Science, American Nursery and Landscape Association, Professional Grounds Management Society, Professional Landcare Network or other relevant professional organization.

KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; work scheduling principles; electrical, plumbing and HVAC systems; carpentry methods and techniques; building mechanical systems; applicable tools and equipment of the trade; street construction/maintenance principles and procedures; stormwater/sewer systems maintenance and construction methods; masonry construction, repair and maintenance techniques; entering confined spaces procedures; surveying sewer lines; green infrastructure and turfgrass; plant species; pesticides and chemicals used in horticultural; record keeping principles and practices; applicable Federal, State and Local laws, ordinances, codes, rules, regulations, policies and procedures; budgeting principles; safe work practices and applicable tools and equipment utilized in the trade.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; developing and monitoring budgets; preparing specifications; reading and interpreting a variety of technical specifications, blueprints, drawings, the operation of heavy equipment and related items; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; performing manual labor; identifying alternative solutions, projecting consequences of actions, and implementing recommendations; handling multiple tasks simultaneously; maintaining a variety of equipment and trucks; investigating and resolving potentially hazardous situations; training staff on work methods and procedures; ensuring compliance with safe work practices; inspecting facilities and work for compliance with applicable guidelines and specifications; maintaining records and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT VARIES DEPENDENT ON ASSIGNMENT:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Incumbents may be

subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Dependent on assignment: Y

Department of Transportation - CDL: N

Child Sensitive: Dependent on area of assignment

The City of Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.