



Classification Specification Title: Crew Foreman

Department	Multiple Departments	Grade: GS.09
Supervision Received	Depends on Department	FLSA Status: Non-Exempt
Supervisory Responsibility	Crew Worker, Building Maintenance Mechanic 1	Established: Jun 29, 2007
		Revision: Mar 16, 2026

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. 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 setup 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 the 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 the planner on capital projects.

Plans and coordinates projects; prepares or receives work order requests; calculates the cost and effort

necessary for job completion; prioritizes, schedules, and assigns projects to crews according to available time and resources; coordinates the 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 a record of applications.

Responsible for inspecting the work of contractors and working directly with contractors to ensure the quality of work meets the 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 the area of assignment; evaluates current and future equipment needs; assists with the 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.

May supervise and assist in performing work associated with street/roadway construction/maintenance projects, which may include patching potholes, constructing and paving roadways, maintaining bridges, clearing right-of-ways, cutting vegetation, or sweeping City streets; inspecting City streets to identify potential problems or necessary repairs.

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.

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

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.

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):

When assigned as a Crew Foreman for the Public Library:

Performs a variety of electrical maintenance activities, which may include repairing and installing electrical conduit, relays, switches, fixtures, receptacles, controls, circuits, and related items; replacing plugs on electrical equipment; repairing electrical equipment; troubleshooting electrical problems, and/or performing other related activities.

Performs a variety of plumbing maintenance activities, which may include installing plumbing fixtures; installing and repairing water fountain aerators; unclogging water, drainage, and sewer lines; installing and repairing water heaters; replacing faucets; repairing valves on commodes, urinals, and drain lines, and/or performing other related activities.

Performs a variety of heating and air conditioning maintenance activities, which may include troubleshooting problems; performing preventative maintenance on systems; inspecting boilers,

chillers, and air handlers; changing air compressors; inspecting coils; repairing motors and replacing bearings on shafts; changing filters and belts; checking for related electrical problems and/or performing other related activities on HVAC equipment.

Performs a variety of carpentry activities which may include erecting walls, studs, and sheetrock; repairing fascia boards; repairing roof leaks, ceiling tiles, and window sills; repairing doors and locks; patching holes in walls; installing soap and paper towel dispensers; building and repairing furniture; building and repairing bookshelves; and/or performing other related activities.

Paints walls and/or other related interior and exterior surfaces; removes and installs wallpaper.

MINIMUM QUALIFICATIONS:

High School Diploma or GED and various other requirements depending on the area of assignment, with three (3) years of 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.

Public Library Requirements: High School Diploma or GED and four (4) years of any combination of relevant education, training, or experience sufficient to perform the essential duties of the job, and two (2) years of crew leadership will be considered.

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.

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.

Pipe Installation Requirements: Requires one (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.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

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

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:

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, dust, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, workspace restrictions, intense noise, and travel.

SPECIAL REQUIREMENTS:

Safety Sensitive: YES ▾ Child Sensitive: YES ▾ Dept of Transportation (CDL): Depends on the assigned area

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.

Revision History: 10/24/25; 4/01/25; 1/28/25; 10/20/23; 8/27/24; 10/06/23