

CITY OF CHATTANOOGA
Classification Specification Title: Crew Leader

Department: Public Works

Pay Grade: GS.07

Supervision Received From: General Supervisor

FLSA Status: Non-Exempt

Supervisory Responsibility For: Crew Workers

Established: 7/01/21

Revision Dates: 4/1/25

8/27/24; 10/20/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for leading the work of assigned crew for the safe and efficient completion of departmental functions, which may be related to street construction, parks, urban forestry, traffic control, custodial maintenance, street cleaning, waste resources, or any assigned area. Work is performed with moderate supervision.

SERIES LEVEL:

The Crew Leader is the first level of a two-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.)

Leads assigned staff, processing employee concerns and problems, leading crews of workers, contributing to employee counseling, disciplining, and performance appraisals.

Prioritizes and assigns work orders to crews according to available resources and time.

Instructs and trains personnel on the proper, efficient, and safe usage of equipment; checks assigned equipment regularly for operational safety and ensures proper maintenance.

Completes and maintains various records and reports including human resource related documentation, accident reports, and others as necessary.

Inspects work sites for proper completion of assigned work.

Monitors services of contractors to ensure completion of work orders per contract specifications.

Ensures set up of safe work zones, and ensures that personnel perform duties in compliance with

safety policies and procedures, including OSHA safety regulations.

Requisitions new supplies and parts to replenish stock.

May lead and assist with the completion of various Public Works functions such as operating front-end loaders for collecting brush and trash on streets, loading brush and trash into brush trucks.

May lead and participate in traffic-related operations which includes the marking and pre-marking of streets and parking lots, installation and replacement of flags and banners, fabrication of street and traffic signs, and operation of necessary equipment.

Assist in the direction of street cleaning operations, which may include supervising crews operating vacuum trucks and ensuring right-of-way mowing is properly completed.

When performing work associated with parks/recreational facility maintenance projects may supervise crews; may include maintenance of athletic fields, playing surfaces, play grounds, and recreational facilities and equipment; may mix, use and dispose of chemicals; may coordinate setup of bleachers, picnic tables, and other equipment for events.

May lead and perform work associated with grounds maintenance, which may include mowing/edging grass, cutting weeds, spreading seed, watering grounds, raking ground surfaces, applying fertilizer/pesticide, plowing/shoveling snow, or lifting/moving heavy materials.

May operate a variety of machinery, equipment and tools associated with projects and work activities as needed; plans and coordinates regular maintenance or necessary repairs.

May lead and participate in waste resource-related functions which may include cleaning wet wells in pump stations, loading and unloading chlorine cylinders, assisting operators in removing units for services, changing air filters, cleaning screens and drains, cleaning chemical and sludge spills, coordinating disposal with landfill operations, and performing other duties related to plant maintenance.

May lead and perform work associated with asphalt paving, asphalt patching, installation of asphalt and concrete curb and other construction related projects.

May lead and perform work associated with urban forestry operations to include the care and maintenance of trees, planting, pruning, removal, storm damage cleanup, training new employees, and other duties.

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.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

Forestry Crew Supervisors: Requires advanced tree pruning, rigging, and removal skills.

Responsible for making safe work plans, communicating with all crew members, ensuring the crew adheres to scheduling, directs crew members to new locations, trains new hires in City Procedures, coordinating with the General Supervisor, and completing necessary paperwork. This position is responsible for the safe and efficient operations. Frequently responsible for adding mulch to tree wells.

CBD: Regularly coordinates garbage and recycle management for special events in the CBD. Frequently responsible for adding mulch to tree wells.

MINIMUM QUALIFICATIONS:

High School Diploma or GED and one (1) year experience in building, custodial, maintenance related services, parks maintenance, upkeep of Ross's Landing, Public Works emergency related services, sewer construction and/or maintenance or street cleaning.

LICENSING AND CERTIFICATIONS:

May be required to possess and maintain a valid Class D driver's license.

May be required to possess and maintain a valid Class A, Class A restricted, or Class B commercial driver license related to area of assignment. May also require no air brake restriction.

KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; street, building, parks, grounds and landscape maintenance and/or construction; basic masonry installation, construction, repair, and maintenance techniques; mechanical principles; plumbing principles; applicable tools, equipment, and vehicles utilized in the trade; customer service principles; inventory management principles and practices; and, safe work methods.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; handling hazardous materials; entering confined spaces; monitoring and maintaining optimal inventory levels; performing manual labor; operating applicable tools, equipment, a utilized in the trade; reading and interpreting maps and/or other technical documents; monitoring and adhering to

safe work practices; cleaning and maintaining storm/sewer lines; troubleshooting sewer systems; tree care operations; 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.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 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

Department of Transportation - CDL: N

Child Sensitive: N

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.