

CITY OF CHATTANOOGA

Classification Specification Title: Crew Supervisor 1

Department: Multiple

Pay Grade: GS.06

Supervision Received From: Multiple

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revision Dates: 4/1/25

**1/28/25; 8/27/24; 10/20/23;
1/11/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for operating equipment and leading the work of a small, one-function crew in a specific field which may include custodial maintenance, park maintenance, upkeep of Ross's Landing, Public Works emergency-related services, sewer construction and/or maintenance or street cleaning. Work is performed with moderate supervision.

SERIES LEVEL:

The Crew Supervisor 1 is the first 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.)

Supervise, direct and evaluate assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals. Sets up a safe work zone 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.

Perform various duties in the maintenance of urban forestry including trimming and pruning trees, removing brush, operating bucket truck and wood chipper, sharpening and operating chain saw and assisting with tree planting.

Serve as lead worker in Public Works emergency-related jobs which includes clearing trees, limbs and other debris from streets, cleaning up mud slides, hauling scrap for sign shop and spools of wire for electrical shop, cleaning paper spills and illegal dump sites, ensuring right-of-way is clear by removing high weeds and dead animals, patching potholes and other related tasks.

Complete sewer construction and utility services including repairing water and sewer lines, drawing utility line locations on work blueprints, driving utility trucks, setting up lighting systems on construction lots, repairing interior plumbing and air compressors and performing other duties such as installing mail boxes and fencing and planting trees and bushes.

Perform assorted street cleaning and related duties including operating a pick-up truck, cleaning out ditches, removing debris, trash and excess dirt as needed, picking up trash, leaves and tree limbs from roadsides and spraying vegetation with various herbicides.

Lead crew in grounds maintenance of Ross's Landing which includes scouting park for damages, spraying chemicals, trimming weeds and shrubs, removing dead plants, watering plants as necessary, repairing sprinkler systems, fertilizing greenery, operating aerator, taking soil samples, pressure washing concrete, removing trash, cleaning light fixtures, operating street sweeper and directing landscape installation.

Supervise and assist in assigned park maintenance including the sweeping and leaf/debris blowing of plaza, pressure washing concrete structures, vacuuming dirt from stream, operating and maintaining water and stream pumps, performing grounds maintenance, cleaning restrooms, ordering necessary supplies and maintaining equipment.

Lead and inspect the work of other custodians including assigning work to custodial staff; training new custodians; inspecting work to ensure completeness; ensuring completion of emergency repairs and special projects obtaining, distributing and managing stock of cleaning supplies and tools.

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

May be required to complete all sculpture cleaning and detail. May be assigned or reassigned to any division within the department.

May be required to conduct general maintenance of facilities in the park.

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.

DEPARTMENT SPECIFIC DUTIES (if any):

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 or any combination of equivalent experience and education. Career Progression Standards: Required WorkKeys Skills: Applied Mathematics – Level 4, Locating Information – Level 4, Observation – Level 3, and Reading for Information – Level 4.

LICENSING AND CERTIFICATIONS:

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

KNOWLEDGE AND SKILLS:

Knowledge of basic supervisory principles; cleaning techniques, storm water/sewer installation, repair and maintenance techniques; mechanical principles; plumbing principles; sewer construction methods; chemicals and chemical mixtures; safety and security procedures and basic mathematics.

Skill in prioritizing and assigning work; monitoring and evaluating the work of subordinate; training subordinate staff on work methods and procedures; cleaning and sanitizing offices, restrooms, hallways and other facilities; proper handling of chemicals; using applicable custodial equipment and tools; performing routine maintenance activities 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

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.