

CITY OF CHATTANOOGA

Classification Specification Title: Crew Supervisor 2

Department: Parks & Outdoors

Pay Grade: GS.07

Supervision Received From: General Supervisor

FLSA Status: Non-Exempt

**Supervisory Responsibility For: Crew Worker 1,
Crew Worker 2**

Established: 6/29/07

Revision Dates: 4/1/25

1/28/25; 8/27/24; 11/03/23;

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for supervising the work of assigned crew for the safe and efficient completion of departmental functions, which may include landscape maintenance, facilities maintenance, custodial maintenance, refuse management, or any assigned area. Work is performed with moderate supervision.

SERIES LEVEL:

The Crew Supervisor 2 is the second 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; directs daily work activities processes employee concerns and problems; coaches, mentors, and develops staff.

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

Identifies and assigns special projects to enhance park safety, appearance, and/or functionality.

Instructs and trains personnel on proper work techniques and the safe and efficient use 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.

Assists in the setup and execution of special events, including grounds preparation and refuse disposal.

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

Ensures set up of safe work zones and adherence to all safety policies and procedures, including proper use of PPE and compliance with OSHA safety regulations.

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

Performs administrative duties to include; monitoring supply inventory and requesting materials orders, approving payroll time entries, and other administrative duties required to ensure efficient operation.

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):

When working in the Custodial division:

Supervises and performs work associated with park grounds and facilities maintenance to include; refuse management, litter removal, restroom cleaning, graffiti removal, restocking and maintaining dog waste stations, and other general maintenance required to ensure efficient operation.

Supervises and performs maintenance projects to include; painting, staining, pressure washing, leaf blowing, minor hardscape repair, and other maintenance projects required to ensure efficient operation.

Reviews event and rental schedules to organize pre-event setup and post-event cleanup.

Assists with operation and maintenance of the Coolidge Park Carousel and Coolidge Park Fountain.

When working in the Landscape division:

Supervises and performs work associated with maintaining parks grounds, including planting beds, natural areas, turf, hardscapes, trees, and irrigation systems.

Performs skilled work including managing weed species, mixing and applying fertilizer/pesticide, planting, pruning, hedge trimming, leaf removal, turf care, and mulching.

Operates a variety of machinery, equipment, and tools, including cutting tools and heavy equipment such as garden tractors, mini skid steers, and dump trucks.

Plans and coordinates regular equipment maintenance and/or necessary repairs.

Ensures the proper storage, mixing, use, and disposal of chemicals associated with landscape maintenance.

MINIMUM QUALIFICATIONS:

High School Diploma or GED and two (2) years of experience in parks, grounds, or landscape maintenance or arboricultural operations; supplemented by two (2) years of experience supervising a work crew and performing administrative duties involving maintenance and/or construction of parks, grounds, landscape or other area of assignment or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

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

KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; parks, grounds and landscape maintenance and/or construction; applicable tools, equipment and vehicles utilized in the trade; customer service principles; inventory management principles 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, and vehicles; reading and interpreting maps and/or other technical documents; monitoring and adhering to safe work practices; performing proper tree care operations; effectively communicating with coworkers, supervisors, and the general public, etc. sufficient to exchange or convey information and to receive work direction. Strong verbal and written communication skills; Capability to professionally deal with changing priorities and requirements; Proficient with basic computer software including Google Workspace, Oracle Cloud, CityWorks, and other software necessary for operational efficiency.

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.