

CITY OF CHATTANOOGA
Classification Specification Title: Crew Supervisor 3

Department: Parks and Outdoors, Technology Services

Pay Grade: GS.08

Supervision Received From: General Supervisor

FLSA Status: Non-Exempt

Supervisory Responsibility For: Crew Workers

Established: 6/07/07

Revision Dates: 4/1/25

1/28/25; 8/27/24; 12/04/23;

11/3/23; 10/20/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for oversight of one or more traffic signal crews, to include contractors, crew workers and electricians. The incumbent will be responsible for performing supervisory and administrative duties, as well as responsible for ensuring that installation, maintenance and repairs to traffic equipment are completed safely, timely, and accurately.

SERIES LEVEL:

The Crew Supervisor 3 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 a planner on capital projects.

Plans and coordinates projects; prepares or receives work order requests; calculates 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.

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.

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

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.

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.

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.

DEPARTMENT SPECIFIC DUTIES (if any):

When working in Technology Services:

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.

MINIMUM QUALIFICATIONS:

High School Diploma or GED and various other requirements depending on area of assignment and three (3) years experience is preferred or any combination of equivalent experience and education.

Two (2) years of previous experience in a supervisory and/or managerial role.

LICENSING AND CERTIFICATIONS:

Required to possess and maintain a valid driver's license.

International Municipal Signal Association Work Zone Safety Certification.

KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; work scheduling principles; electrical; carpentry methods and techniques; building mechanical systems; applicable tools and equipment of the trade; street construction/maintenance principles and procedures; and construction methods; masonry construction, repair and maintenance techniques; 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 reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, 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: 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.