

CITY OF CHATTANOOGA

Classification Specification Title: Crew Worker

Department: Public Works

Pay Grade: GS.05

**Supervision Received From: Crew Supervisor 3, Gen. Sup.
& Managers**

FLSA Status: Non-Exempt

Established Date: 6/29/07

Supervisory Responsibility For: None

Revised Dates: 4/1/25;

1/28/25; 10/25/24; 8/27/24;

10/20/23; 10/26/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing miscellaneous labor for assigned departments. Work is performed under close supervision (although most tasks are so routine that little supervision is required).

SERIES LEVEL:

The Crew Worker is a stand-alone position.

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.)

Performs assorted public works duties such as sweeping sidewalks and streets, blowing and raking leaves and collecting/picking up brush, garbage and recycling materials.

Assist with placement of proper caution signs for motorists and pedestrians along rights-of-way; assists with traffic direction and control around worksite.

Participate in seasonal work such as ice and snow removal.

Participate in various repair work on bodies of vehicles including replacing damaged parts and mixing paints.

Perform various duties in the cleaning and organization of fleet operations including operating truck wash, emptying trash containers, sweeping and mopping floors of building, cleaning restrooms, repairing flat tires, stowing scrap metal, delivering and retrieving vehicles from privately operated shops and picking up parts, supplies and mail.

Perform/assist with various duties in the upkeep of golf courses including aerifying and mowing greens, fairways and/or tees, racking sand trap, hand watering greens, changing pin location and building tees.

Perform various duties in the cleaning and maintenance of various City facilities, buildings and landscapes including cleaning restrooms, sweeping, mopping, cleaning various types of flooring including terrazzo, tile, rubber and cork, vacuuming, carpet cleaning, operating specialized

cleaning equipment, washing windows, removing trash and litter, mowing grass, operating leaf blower to remove leaves from various structures/landscapes (such as TN Aquarium Plaza and Walnut Street Bridge), weeding, mulching and trimming of plants/shrubbery.

Perform/assist with various duties related to construction including but not limited to drainage and road/paving operations.

Operate various hand and power tools requiring no special training or skill.

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

May drive a vehicle when required.

Remove spray paint on signs, buildings and sidewalks.

May deliver and pick up recycle and landfill containers for special events. May pick up litter bags for Hamilton County.

May pick up dead animals and dispose of them properly.

Operate a tire crusher to crush rims and tires. May pick up tires.

May flag for traffic control situations.

Assist in sign shops as needed to clean, cover and repair damaged signs for recycling.

May answer city emergency calls for 911 dispatch, 311 call center, and other calls.

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.

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 working in the sign shop:

Operates a variety of machinery, equipment and tools associated with department projects, which may include a utility truck, forklift, trowel machine, table saw, chain saw, skill saw, concrete saw, band saw, concrete vibrator, jackhammer, air compressor, finishing tools, measuring devices, shovel, pick axe, and mechanic tools.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, desktop publishing, database, sign making, graphics, or other software programs; installs software programs and hardware components; digitizes images into sign program; creates computer files to match regulated signs; troubleshoots computer problems.

Maintains inventory of stock of city signs and installation tools; checks out materials to city employees; organizes materials for storage; supervises/conducts annual inventory of signs; maintains computer database of sign inventory; tracks inventory for electrical sign shop.

Tests machinery, equipment and parts for proper operations; reports problem situations.

Performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, washing/cleaning equipment, and cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Receives various forms, reports, correspondence, receipts, invoices, packing slips, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

MINIMUM QUALIFICATIONS:

Work requires the ability to read and understand written instructions, to understand simple processes, and the routine operation of power tools and/or small maintenance equipment/machines or any combination of equivalent experience and education. High School Diploma or GED preferred, but not required.

LICENSING AND CERTIFICATIONS:

Valid driver's license may be required depending on assignment.

KNOWLEDGE AND SKILLS:

Knowledge of construction, grounds or buildings maintenance principles and practices; applicable equipment, materials and tools used in construction, grounds or building maintenance activities and safe work practices.

Skill in following oral and written instructions; performing routine maintenance and construction tasks; operating and maintaining applicable construction, grounds and building maintenance equipment and tools 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, 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.