

CITY OF CHATTANOOGA

Classification Specification Title: Crew Worker 1

Department: Multiple

Pay Grade: GS.03

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 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 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.)

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.

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):

PARKS & OUTDOORS

May process cash receipts and disbursements and/or other related items.

May prepare a variety of reports that summarize operational, collection activities and financial transactions.

When working for Parks and Outdoors as a Parks Ambassador

Responsible for presenting a service-oriented, and enthusiastic image of City of Chattanooga Parks and Outdoors.

May perform grounds maintenance various duties such as mowing grass, operating leaf blowers to remove leaves from various structures/landscapes, weeding, mulching and trimming of plants/shrubbery.

Collecting information and entering into mobile devices (i.e. surveys, work orders, inspections.)

Ensures the security of facilities, which includes monitoring facilities and ensuring doors and gates are locked and secured.

Provides customer service to park patrons.

Identify and report hazards and graffiti.

Responsible for set up, cleaning up, and maintaining areas before, during, and after special events.

Assist with operation of the carousel by assuring all riders are seated appropriately and securely, assisting riders as they exit, tally rides issued and maintaining the facility as needed.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

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. High School Diploma or GED preferred, but not required or any combination of equivalent experience and education.

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 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.