

CITY OF CHATTANOOGA

Classification Specification Title: Crew Worker 2

Department: Parks and Outdoors & Public Works

Pay Grade: GS.04

Supervision Received From: Fleet Maint Shift Sup. & Crew

FLSA Status: Non-Exempt

Supervisor 1 & 2 & Mgr. Special Events

Established: 6/29/07

Supervisory Responsibility For: None

Revision Dates: 4/1/25;

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

10/20/23; 9/21/23

CLASSIFICATION SUMMARY:

Incumbents in this classification may serve as a lead on assigned crew. Duties may include but are not limited to leading assigned crew in safe and effective completion of assorted work in an assigned department, division or specialized area; performing general maintenance on tools, equipment, vehicles; basic plumbing, electrical and carpentry construction and maintenance tasks; operating a variety of specialized tools & equipment; assisting with traffic control activities; guardrail installation and maintenance. Work is performed with moderate supervision.

SERIES LEVEL:

The Crew Worker 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.)

Performs various tasks associated with grounds/roadside maintenance activities such as cleaning grounds, sweeping sidewalks and streets, storing hoses, picking up trash/debris, blowing/raking leaves

Performs general maintenance tasks necessary to keep vehicles, equipment, buildings and tools in operable condition which may include inspecting equipment, refueling vehicles, checking fluid/oil levels, replacing fluids, greasing equipment, washing/cleaning equipment, sweeping/mopping floors, washing windows, cleaning bathrooms, changing light bulbs, repairing fixtures and cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Prepares, completes, receives or processes various forms, reports, correspondence or other documents.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance. May be required to use, carry and answer their cell phone as determined by their job duties and the department head.

Supervises, trains and directs labor on job sites while installing, repairing and maintaining work needed in operations of Sign Crew.

Prepares, completes, receives or processes various forms, reports, correspondence or other documents for checking out materials.

Operates a computer on an assigned route and/or location to enter, retrieve, review and correct data associated with Sign management while uploading images to all signs and/or posts to ensure proper documentation of work completed.

Works in the Sign shop as needed to fabricate signs, inventory and clean and recycle material or performs jobs in a lower class throughout the building.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance. May be required to use, carry and answer their cell phone as determined by their job duties and the department head.

Provides quality service for all Park guests.

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

Ensures a positive and safe environment at City parks by answering questions from park visitors and providing information and direction to the public; ensuring compliance by informing park visitors of rules, regulations, and ordinances governing parks.

May 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, vacuuming, carpet cleaning, operating specialized cleaning equipment, washing windows, removing trash and litter

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.

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 for Parks and Outdoors as a Parks Ambassador 2

Communicate and keep the Division of Special Events & Programming staff informed on all park matters.

Performing patrols to check conditions at various areas.

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

Reviews daily schedule for park events and activities. Ensures facility reservation users have necessary equipment and access to the facility, amphitheater, and open space. Ensures lights are turned on and bathrooms are locked and unlocked as scheduled.

Daily set up of amenities and activities (games) in the public space.

Coordinate with the Office of Homelessness & Supportive Housing to ensure people in need of social or mental health services are addressed in a humanitarian, compassionate manner.

Performs site visits and answers guest questions as it pertains to facility rentals.

Assist with park activations as needed (fitness classes, small scale music performances, public game deployment, and other miscellaneous programming).

Reads and interprets stage and seating diagrams.

Assembles and disassembles portable stages, tables, and seating arrangements.

Moves furniture and other equipment, as needed, in the performance of duties.

Performs all job duties in accordance with all approved safety rules and procedures and promptly reports all accidents, injuries, theft, loss, and broken or damaged equipment or property to the immediate supervisor.

Must be available to work mornings, days, evenings, weekends and holidays.

When working for Parks and Outdoors as a Sports Field Technician

Perform work associated with maintaining sports fields; Mows and prepares fields for play, often with short notice or turn around between games. Measures, lays off, and paints lines on fields prior to play. Maintains the structural integrity of the playing surface by rebuilding mounds, baselines, batter's boxes, and infield. Maintains fencing and other surrounding structures. Develops and maintains turf at an acceptable standard. Inspects facilities and fields to ensure they are safe.

Perform work associated with parks/recreational facility maintenance projects; may include maintenance of playgrounds, and recreational facilities and equipment; may mix, use and dispose of chemicals; may coordinate setup of bleachers, picnic tables and other equipment for events. Provides support for athletic events as needed.

May assist crews in grounds maintenance of parks 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 equipment in cutting trees and limbs around facility, creates and maintains landscape designs around the facility.

Receives various forms, reports, correspondence, receipts, invoices, packing slips, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate. Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Transports, loads and unloads various equipment and materials used in projects. Utilizes safety equipment and monitors the work environment to ensure safety of employees and other individuals.

Performs preventive maintenance on equipment which includes refilling lubricants; replacing worn parts; inspecting vehicles and equipment for safety hazards and/or performing other related activities.

Uses and maintains a full set of hand, power and shop tools and equipment related to the work; observes safe work methods and utilizes safety equipment related to the work.

When working for Parks and Outdoors as a Grounds Maintenance Technician

Performs various tasks associated with grounds maintenance activities such as mowing grass, trimming/edging landscaped areas, cleaning grounds, planting/cultivating flower beds and landscaped areas, pruning trees/shrubbery, irrigating greenery, sweeping sidewalks and streets, storing hoses, cleaning out ditches, picking up trash/debris, blowing/raking leaves, removing brush/tree limbs from wooded areas and roadside areas.

May assist crews in work associated with maintaining sports fields; Mows and prepares fields for play, often with short notice or turn around between games. Measures, lays off, paints lines on fields prior to play. Maintains the structural integrity of the playing surface by rebuilding mounds, baselines, batter's boxes, and infield. Maintains fencing and other surrounding

structures. Develops and maintains turf at an acceptable standard. Inspects facilities and fields to ensure they are safe.

May assist crews in work associated with parks/recreational facility maintenance projects; may include maintenance and repair of park buildings and facilities, playgrounds, and recreational facilities and equipment; may coordinate setup of bleachers, picnic tables and other equipment for events. Provides support for special events as needed.

May assist crews in grounds maintenance of parks 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 equipment in cutting trees and limbs around facility, creates and maintains landscape beds in public spaces.

Follows safety procedures, utilizes safety equipment and monitors the work environment to ensure safety of employees and other individuals.

Prepares, completes, receives or processes various forms, reports, correspondence or other documents.

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

When working for Parks and Outdoors in the Skate Park division

Leads work associated with maintaining skate park; Repairs skate park features. Reports and removes graffiti; paints amenities; may coordinate setup of bleachers, picnic tables and other equipment for events. Provides support for special events as needed. Removes litter and trash from skate park, dog park, and Miller Park as needed; restocks dog waste stations and restrooms.

May assist crews with various tasks associated with grounds maintenance activities such as mowing grass, trimming/edging landscaped areas, cleaning grounds, planting/cultivating flower beds and landscaped areas, pruning trees/shrubbery, irrigating greenery, sweeping sidewalks and streets, storing hoses, cleaning out ditches, picking up trash/debris, blowing/raking leaves, removing brush/tree limbs from wooded areas and roadside areas.

May assist crews in work associated with parks/recreational facility maintenance projects; may include maintenance and repair of park buildings and facilities, playgrounds, and recreational facilities and equipment; Follow safety procedures, utilizes safety equipment and monitors the work environment to ensure safety of employees and other individuals.

MINIMUM QUALIFICATIONS:

High School Diploma or GED and one (1) year of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered or any combination of equivalent experience and education. An example of relevant education and experience is training in manual labor work techniques and performing manual labor activities in assigned areas.

LICENSING AND CERTIFICATIONS:

Must maintain a valid Class D driver's license.

KNOWLEDGE AND SKILLS:

Knowledge of applicable materials, methods, equipment and tools involved in grounds maintenance or other areas of assignment; basic mechanical principles and practices and safe work practices. Skill in determining the type of tools/equipment needed for maintenance activities; operating applicable tools, equipment and vehicles utilized in the trade; maintaining records; reading and interpreting maps and/or other technical documents; following oral and written instructions; entering confined spaces; monitoring and adhering to safe work practices; 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.