

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Crew Worker 3**

**Department: Parks & Outdoors, Technology Services**

**Pay Grade: GS.05**

**Supervision Received From: Superintendent DT Riverpark;**

**FLSA Status: Non-Exempt**

**Mgr Intelligent Systems**

**Established: 6/29/07**

**Supervisory Responsibility For: None**

**Revision Dates: 4/1/25**

**1/28/25; 8/27/24; 5/6/24;**

**12/4/23; 10/20/23; 1/11/23**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification may serve as a lead on assigned crew and are responsible for operating equipment and performing manual work functions associated with a specific skill set. Duties may include: installation, repair, and maintenance of electrical systems; equipment and automotive repair and maintenance; concrete preparation/finishing tasks; sign design/fabrication, preparing hazardous material items for shipment or other specialized skill area(s) to assist in performing semi-skilled/ skilled work functions. Work is performed with moderate supervision.

**SERIES LEVEL:**

The Crew Worker 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.)*

Performs concrete preparation/finishing tasks, which may include measuring/marketing area to be formed, leveling area and setting grade, setting up forms, setting drains in floor slabs, pouring concrete into forms; spreading concrete into sections of forms and shaking down poured cement, leveling cement to appropriate depth/consistency, shaping surfaces and molding expansion joints, finishing/smoothing poured concrete surfaces to specified textures, removing rough or defective spots, repairing/patching concrete surfaces and holes, and breaking up old concrete.

Performs general construction work and assists with building/office renovation projects, which may include building/erecting wall frames, hanging/finishing sheetrock, hanging wall cabinets, hanging doors, installing wooden flooring, and repairing roofs.

Performs various manual tasks associated with department projects, which may include troubleshooting plumbing problems, repairing leaks in concrete walls, repairing small electrical components, cutting steel, cutting wood, cutting trees/branches, digging holes/ditches, spreading road materials, disposing of debris, moving furniture, lifting/moving heavy materials, and flagging/directing traffic.

Diagnoses, adjusts, repairs and/or overhauls small engines used to power lawn mowers, chain saws, weed eaters, jack hammers, concrete mixers, skill saws, concrete saws, and other departmental equipment.

Maintains, sharpens and repairs hand tools.

Keeps on hand and in working order loaner equipment and tools; salvages quality replacement parts from unusable equipment.

Discusses cost of equipment repair in comparison to equipment replacement with appropriate personnel; records repairs made and parts used; and provides information to employees on equipment maintenance.

Assists with department landscaping projects.

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.

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. Inspects, accepts, identifies, separates, and processes household hazardous waste materials for recycling or disposal.

Prepares, packages and transports household hazardous items for shipment from recycle convenience centers to the household hazardous waste facility.

Packages and stores hazardous materials on site (i.e. placing items in drums or boxes).

Obtains information from residents prior to removing hazardous material from customer vehicles.

Performs general facility maintenance and site clean-up at the household hazardous waste facility.

Maintains records on customers and materials in addition to compiling and maintaining inventory.

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

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

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

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.

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; supplemented by two (2) years previous experience and/or vocational/technical involving; installation, repair, and maintenance of electrical systems; equipment and/or automotive repair and maintenance; concrete preparation/finishing tasks; or other specialized skill area(s) to assist in performing semi-skilled/skilled work functions or any combination of equivalent experience and education.

Depending on the area of assignment, one (1) year of work experience with hazardous material is preferred. Must have reading and writing skills to prepare or complete various forms, reports, correspondence, or other documents. Depending on the area of assignment, must be able to work Saturdays.

#### LICENSING AND CERTIFICATIONS:

May require a valid Class D driver license. Must be able to obtain HAZWOPER certification within the first six (6) months of employment, depending on area of assignment.

#### KNOWLEDGE AND SKILLS:

Knowledge of maintenance principles and practices; applicable tools and equipment of the trade; guardrail installation, computer-aided drafting (CAD) systems; graphic sign design principles; vinyl sign fabrication methods; inventory control principles and practices; manual sign fabrication methods; machines and tools, including their design, uses, repair and maintenance, hazardous wastes and chemical reactions; Federal, State and Local regulations concerning the packaging and shipping of hazardous materials; and mathematical concepts.

Skill in using a computer and related software applications; designing signs; fabricating signs; performing mathematical calculations; maintaining inventory; operating applicable tools and equipment of the trade; troubleshooting equipment malfunctions; performing carpentry; maintaining work areas; conducting inspections for potential safety hazards; fabricating steel; installing fences; laying and finishing concrete; directing the flow of traffic; 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.