

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Crew Supervisor

Department: Varies
Pay Grade: 510
FLSA Status: Non-Exempt
Job Code: Z037

JOB SUMMARY

The purpose of this classification is to supervise and lead the activities of a crew performing manual to moderately skilled work in the maintenance, upkeep, installation, and construction of City streets, parks, rights-of-way, facilities, and other infrastructure for departmental operations. Work is physical in nature and employees work along-side subordinate crew members, however employees in this classification are expected to take initiative and responsibility to see that assigned projects and the work load is completed in a quality and timely manner.

ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals: provides direction, training, and assistance to employees; coordinates daily work activities; organizes and prioritizes workload; makes work assignments and evaluates work; monitors status of work; troubleshoots problem situations.
- Ensures adherence to established safety procedures: monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations; reports accidents, injuries, and other incidents.
- Coordinates, prioritizes, and supervises projects: reviews or issues work orders; assists in determining and coordinating necessary equipment, materials, and manpower to conduct projects; monitors status of work in progress and inspects completed work; dispatches crew members, vehicles, or equipment to work sites as needed; reports damage/vandalism, potentially hazardous/dangerous situations, or other problems to supervisor; responds to problems or emergency situations.
- Drives pick-ups and single-axle trucks with limited volume and/or weight capacities in order to collect, transport and haul materials such as brush, tools, and trash: maneuvers vehicle

in and around traffic and work-sites, obeying all traffic laws and safety guidelines; positions vehicle to allow for the most efficient and effective loading and unloading of materials; secures all doors, gates, and fasteners to prevent spillage or loss of load.

- Operates light equipment to complete various tasks: operates skid-steers, bobcat, forklifts, and loaders of similar size to load and/or move gravel, dirt, sand, and other materials for smaller projects and amounts; utilizes skid-steer or bobcat to clear land or debris.
- Performs customer service functions: exchanges information with the public regarding work; logs complaints or problems and refers them to the appropriate personnel.
- Performs manual work within an assigned department, which may involve grounds maintenance, parks maintenance, street maintenance, sanitation services, building maintenance, or other projects within the assigned department; assists equipment operators, skilled-trade employees, or other workers as needed.
- Performs various tasks involving roadside and grounds maintenance projects: mows grass; trims and edges along roadways, landscaped areas, driveways, sidewalks, and fence lines; cuts down and prunes tree limbs, hedges, and shrubs; picks up and disposes of tree limbs, brush, and other materials from public areas; spreads seed, mulch, and other grounds materials; tills or aerates dirt/soil; moves dirt and grades land; cuts, lays, or installs sod; applies fertilizer and herbicide; rakes ground materials; blows leaves/debris from walkways or grounds; picks up and disposes of debris/litter from public areas; empties trash containers; digs holes/trenches and shovels materials.
- Performs various tasks associated with set-up and clean-up of work-sites and facilities: gathers equipment, tools, supplies, and materials needed to conduct work activities; empties trash containers and dumpsters; picks up or removes debris such as tree limbs, brush, pine straw, leaves, grass/yard clippings, and dead animals; rakes, sweeps, shovels, and cleans ground around work areas and picks up remaining materials; and cleans and returns equipment and materials to their proper location
- Operates a variety of light equipment, machinery, and power / hand tools associated with department projects, including (but not limited to), a small tractor, commercial mower, edger, trimmer, chipper, chain saw, air compressor, concrete saw, leaf blower, tiller, sod cutter, pick axe, sledgehammer, pitchfork, rake, post hole digger, shovel, broom, hand tools, city issued cell phone, or two-way radio.
- Inspects and prepares equipment for safe and proper operation prior to beginning work for the day; performs light maintenance on equipment, which may include changing oil, refueling, or refilling lubricants; cleans vehicles, beds, and mounted equipment upon completion of assignments; secures vehicle after use.
- Performs general cleaning/maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, refueling vehicles, performing minor equipment repairs, greasing equipment, sharpening blades, changing tires, replacing parts, washing/cleaning equipment, or cleaning shop or work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment and initiates requests for new or replacement materials as required.
- Prepares or completes various forms, evaluations, reports, correspondence, time cards, daily work sheets, or other documents.
- Receives various forms, reports, correspondence, schedules, activity calendars, event sheets, diagrams, blueprints, policies, procedures, regulations, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

- Communicates with supervisor, other departments, employees, community service workers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

Tasks which are applicable to specific departments:

Environmental / Public Works

- Train new employees on the safe operation of each piece of equipment, which includes skid-steers, forklifts, baler and Appion Freon Removal.
- Handles the training and paperwork of community service workers.

Recreation & Parks

- Assists Coordinators in weekly crew updates and communication efforts.
- Works with Coordinator and Crew Leader in developing training for staff.
- Operates and executes within the city's GIS based work order system.
- Works with department staff to identify special maintenance needs and to prepare for special events.
- Helps Coordinator with establishing effective working relationships with vendors, contractors, architects and employees from other departments; provides information, assistance and directions to the general public; interprets Department policies and procedures; discusses City policies, contract requirements, and other project related issues with contractors.

Transportation

- Oversees concrete, asphalt or landscaping crews.
- Schedules and organizes work including assigning staff, equipment and materials necessary for street maintenance work.
- Tracks costs for maintenance work including staff hours, equipment use and materials cost.
- Operates asphalt roller to flatten and compress dirt, gravel, asphalt, and other materials.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High School Diploma or equivalent; supplemented by five (5) years of experience in construction, maintenance, and upkeep of streets, public parks and facilities, and other municipal infrastructure; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia Commercial Driver's License (CDL) including appropriate endorsement(s), with a satisfactory motor vehicle record (MVR).
- Additional certifications may be required based on assignment.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of tasks and procedures required to perform the construction and maintenance functions in the assigned department.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Ability to act as a first-line supervisor, including instructing, reviewing work, maintaining standards, and coordinating activities.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.
- Ability to utilize a wide variety of reference and descriptive data and information.
- Ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is heavy work which requires the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-100 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, heights, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, or animal attacks/bites.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination

regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.