

## **CREW LEADER**

### **GENERAL STATEMENT OF DUTIES**

Assist the Superintendent with primary responsibility for maintenance of the roads, buildings, grounds, and public right-of-way, parks and cemeteries, and/or refuse collection.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

### **SUPERVISION RECEIVED**

Works under the supervision of the Division Superintendent or Department Head.

### **SUPERVISION EXERCISED**

Supervises Service Maintenance Workers, field crews and part-time employees.

Responsible for the safe actions of supervised employees and insuring the safe condition and performance of supervised tools, equipment and operations.

### **JOB DUTIES**

- All duties of a Service Maintenance Worker position.
- Plans, organize, direct, and perform operational and maintenance work related to roads, buildings, parks, cemetery, grounds, public right-of-way, and/or refuse\recycling collection..
- Sets up, maintains and removes road repair and maintenance zones and detours to insure safe traffic flow.
- Plans, installs, and maintains arboriculture activities on municipal properties and right-of-ways.
- Assigns and supervise employees for the maintenance of the roads, buildings, grounds, and public right-of-way and for collection of commercial and residential refuse.
- Maintains records of maintenance, repairs and time.
- Trains new employees and operators.
- Initiates purchase orders as required, including preparing inventories of parts and supplies.

- Reports operational and maintenance problems, needs, and concerns to the Superintendent for required action.
- Insures that assigned operations are conducted in accordance with local, state, and federal law, standard operating procedures, accepted industry practice, and general or special instructions from the Division Superintendent or Department Head.
- Complies with all safety procedures, work rules, and regulations and directives established to prevent injury and/or to reduce hazards to themselves, fellow employees, municipal property, and the public.
- Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS**

High school diploma or equivalent. Five years related experience, two of which should have been in a supervisory position. Satisfactory completion of seminars, workshops, and training courses as required by the Superintendent. Must have a telephone where one can be reached for call-outs and emergencies.

Must be able to develop long term and short term work plans and to effectively supervise and motivate employees.

**UNUSUAL OR SPECIAL WORKING CONDITIONS**

Responds to call-outs in times of emergency or other times of need.

Required to work in severe weather conditions and possible hazardous traffic conditions.

Minor to significant levels of physically demanding effort.

**LICENSES AND CERTIFICATES REQUIRED**

- Valid Ohio Class B Commercial Driver's License with Tanker and Air Brake endorsement.

Paygrade: OMEC Contract  
F.L.S.A. Rating: Non-Exempt

Classification: Provisional  
Civil Service Rating: Classified -  
Non-competitive