

## **POSITION DESCRIPTION**

**City of Brewer**

**Public Works Department**

**Class Title: Crew Leader/HEO**

Department: Public Works

Division: Outside Crew

Date: July 17, 2007

Job Code Number:

Grade Number:

Union: AFSCME Council 93

Location: City of Brewer, Maine

### **GENERAL PURPOSE**

Crew leaders shall work together to assist the Director with coordinating personal for projects; help with paperwork, such as work orders, confined space entries and trenching permits. Crew Leaders will also be assign a crew or project to oversee on a regular basis and are expected to give the Director regular updates on projects for scheduling purposes.

### **SUPERVISION RECEIVED**

Works under the direction of the Director of Public Works.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Leading crews on assigned projects to see that projects are completed and performed in a professional, cost effective and timely manner

Accurately filling out work orders for assigned projects accounting for personnel, equipment and materials used on a daily basis.

Overseeing all aspects of assigned projects including but not limited to project preplanning, crew safety, traffic control, vehicle and equipment maintenance, and quality control

Working with the Director and other Crew Leader to schedule vacations and other forms of leave to avoid overlap whenever possible

Operates all Public Works Department heavy and light equipment when needed including but not limited to; graders, excavators, loaders, trash compactors, tractor trailers, sweepers, back-hoes, dump trucks, snowplows, vactor trucks, sidewalk plows and skidsteers

Performs all other related duties as required or assigned including those outlined in the position description for a Public Works HEO

### **Necessary Knowledge, Skills and Abilities:**

- (A) Proven ability to safely and properly operate and perform regular daily maintenance on all heavy and light equipment used by the public works department.
- (B) General skills in the operation of listed tools and special equipment used by public works.
- (C) Ability and willingness to effectively lead, coach and train any and all of the outside crew members of the Public Works Department.
- (D) Ability to understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing; Ability to observe proper safety precautions; Ability to establish effective working relationships with other employees
- (E) Ability to perform as the competent person on an excavation site in accordance with the Department of Labor and Industries standards

- (F) Extensive knowledge of the standard municipal winter maintenance techniques, materials and protocols
- (G) Must possess or have the ability to acquire extensive knowledge of all provisions of the bargaining agreement between AFSCME Council 93 and the City of Brewer

### **TOOLS AND SPECIAL EQUIPMENT**

Curbing machine, crack sealer, air hammers and drills, compactors, concrete mixer and other masonry tools, compressor, generators, line painter, powered hand tools and common hand tools, surveyor's level, pipe laser, and builder's laser

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers, handle, feel or operate objects, use tools or controls, and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb; balance; stoop; kneel; crouch; crawl and smell.

The employee must frequently lift and / or move up to 10 pounds and occasionally lift and / or move up to 100 pounds. Specific vision abilities with or without prescription glasses required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and / or humid conditions, dust and vibration.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference checks; job related test may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Updated 04/04/16