



Position Description

<b>Job Title</b>	Crew Leader
<b>Department</b>	Public Works
<b>Employment Status</b>	Full time
<b>Exempt/Non Exempt Status</b>	Nonexempt

**Scope of Work**

This position performs a variety of duties in the maintenance and repair of street and parking lot surfaces, maintenance of utilities, management of City building facilities and general construction, and is also responsible for the daily supervision of assigned work crews.

**Supervision**

<b>Received</b>	Street Superintendent
<b>Exercised</b>	Supervises up to ten full time (or full time equivalent) employees.

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Oversees and participates with the crew on a daily basis in performing street, parking lot, parkway, utility, City facility and sidewalk maintenance and repairs.
- Directs crews in daily work duties; ensures the proper use and maintenance of equipment; acts as lead worker and responds to situations requiring immediate attention in the absence of the Superintendent.
- Performs street, parking lot, parkway and sidewalk maintenance and repair, including: street sweeping; maintenance of catch basins; repair of street surfaces (hauling hot mix, removing existing concrete, patching blacktop, repairing broken concrete, routing and tarring cracks); determining amount of concrete needed; concrete and asphalt work for sidewalks, curb, gutter and driveway approaches (setting forms, pouring and cutting concrete); and painting lines.

- Performs snow removal from streets and parking lots; hauls and applies sand/salt as needed; notifies Police Department of changing or hazardous conditions.
- Performs maintenance on road signs and traffic lights as needed; updates records.
- Performs tree trimming and removal according to City ordinances.
- Performs construction projects such as rebuilding and installing manholes, sanitary and storm sewer construction or repair; building and repair of structures, concrete work; work in trenches and above ground.
- Performs sewer and storm sewer maintenance to help keep utility working; operates sewer machine to cut and flush roots and blockage; inspects, repairs and cleans sewer lines; cleans grates and catch basins; maintains records.
- Installs, repairs and replaces water, sewer and storm sewer lines as needed.
- Performs general construction including roofing, siding, shelter and garage construction; assists with building, shop and equipment maintenance as needed.
- Assists other departments as needed.

**Other Job Functions**

- Performs related duties as assigned.

**Requirements of Work**

Graduation from high school or GED equivalent and at least 3 years of experience in basic construction and street maintenance including operation of heavy equipment; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Applicable codes, ordinances and safety regulations pertaining to general construction, utilities and street maintenance, and the operation of heavy equipment.</li> <li>• The use and operation of various types of specialized equipment.</li> <li>• Department policies and procedures.</li> <li>• Grammar and math.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Direct and supervise the work of others.</li> <li>• Perform skilled maintenance operations.</li> <li>• Understand and follow oral and written instructions.</li> <li>• Work independently with minimal supervision.</li> <li>• Employ precautionary measures and utilize safe work methods.</li> <li>• Recognize and avoid safety hazards.</li> <li>• Perform basic math functions.</li> <li>• Establish and maintain effective working relationships with supervisors, coworkers and the general public.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Oral and written communications.</li> <li>• Operation of heavy equipment (e.g., backhoe, frontend loaders, plow trucks, etc.)</li> <li>• Operation of light equipment (e.g., skid steer, tractors, lawn mowers, etc.)</li> <li>• Use of hand and power tools.</li> </ul>

## **Necessary Special Requirements**

Valid Wisconsin driver's license; Commercial Driver License (CDL) within 6 months of hire, including endorsements for air brakes, tankers and 26001 lbs (ABCDN); First Aid and CPR certification.

## **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.

- Work is performed mostly outdoors; hand-eye coordination is necessary to operate computers, tools, and various types of construction equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb, balance, bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to adverse weather and other unpleasant conditions, including extreme heat, cold, wetness and humidity; dim or bright lighting, dust, odors, noise, vibrations, smoke, toxic agents, electrical currents, heavy machinery, violence and disease.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.