

CITY OF BIG BEAR LAKE

SENIOR CREW LEADER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under limited supervision, plans, organizes, leads, reviews, and provides direction and oversight for work activities and duties assigned to Public Works crews in the maintenance and construction of streets, sidewalks, wastewater collection systems, storm drains, inspection, snow removal, facilities, fleet maintenance, and other Public Works projects which may include working days, nights, weekdays, weekends and holidays; assumes responsibility for the most difficult and complex tasks; schedules and coordinates the work of multiple crews, ensuring safe work practices, work quality and accuracy; may serve as a technical resource for assigned work crews; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Crew Leader** is the advanced level class responsible for a wide variety of activities related to the installation, maintenance and repair of City streets, wastewater collection systems, sidewalks, storm drains and landscapes in an assigned area of streets. Incumbents lead and assist in the supervision of multiple crews, inspect and review work methods, performance and quality. Incumbents perform the most difficult and responsible types of duties assigned to classes within this series including handling difficult customer service problems. This classification is distinguished from the next higher classification of Public Works Operations Manager in that the latter has full supervisory responsibility for all Public Works program functions.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction and supervision from the Public Works Operations Manager. Leads and provides training for multiple crews and assigned personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, coordinates, prioritizes, monitors and participates in the work of crews responsible for the construction, maintenance, and repair; operation of streets; installation, repair and maintenance of curbs, gutters and sidewalks, parks, and storm drains; develops and implements multi-crew assignments; inspects and reviews work methods, performance and quality of work performed to ensure safe work practices; conducts safety and training meetings; provides input and recommendations on employee evaluations; assumes responsibility for the most difficult and complex tasks.
- Recommends service levels to higher level Public Works personnel; performs field observations to ensure compliance with department policies, practices and City ordinances; prepares reports for the Operations Manager related to multi-division activities; serves as acting division(s) supervisor as required.
- Supervises the maintenance, construction and repair of City facilities, parks and the Village areas.

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- Oversees the operation, repair and maintenance of the City's fleet, heavy equipment and related power equipment; assists with coordinating the purchase and replacement of equipment as needed or directed.
- Directs staff involved in setting up and dismantling displays, lights, banners, seats and traffic control devices relating to City and special events.
- Oversees snow removal activities; may operate a snow plow; and responds to emergency winter incidents.
- Prepares cost estimates for street and storm drain construction, maintenance and repair activities; procures parts and materials for projects; maintains and inspects inventories of parts and supplies on a routine basis.
- May be assigned to provide office support in scheduling, time reporting, permitting and purchasing; maintains records and writes a variety of reports and memos on work performed and accident reports related to damage to public property and coordinates with the general liability administrators.
- Establishes and enforces operating and safety procedures; ensures adherence to safe work methods, procedures and practices; inspects division equipment and ensures compliance with department practices; responds to maintenance needs and schedules appropriate service and repair.
- Responds to the more difficult and complex questions, concerns and emergency calls from the general public; makes recommendations and/or takes appropriate action to resolve issues and problems as necessary, explains priorities and programs; responds to inquiries about department policies, rules, regulations and City ordinances, establishes and maintains a customer service orientation within the assigned work crews.
- Assists in the work of other divisions when needed; may operate equipment during snow removal activities in assigned areas; responds to emergency call outs when needed.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work activities.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, contractors, City management, staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. Incumbents perform manual labor at high altitude. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this position works in all weather conditions, including wet, snow, hot and cold. The incumbent may use chemicals, lubricants, herbicides and pesticides, which may expose the employee to fumes, dust and air contaminants. Incumbents may be exposed to mechanical, electrical and biological hazards. The nature of the work also requires the incumbent to climb ladders, work at heights over 10 feet, work in confined spaces, use power and noise producing tools and equipment, drive motorized vehicles and

heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to work nights and weekends and respond to after-hours emergency call-outs and stand-by

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Crew Leader**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of experience in the construction, maintenance, repair and operation of streets, landscapes, and storm drains at least two of which were in a lead capacity as a Crew Leader or equivalent and a high school diploma or equivalent. Directly related college level or technical course work is highly desirable.

License/Training/Certificate:

Possession of a valid class A California driver's license is preferred.

Possession of a valid Grade I Wastewater Collection System certification from California Water Environment Association (CWEA), or ability to obtain such certification within one year of appointment required.

QSP (Qualified SWPPP Practitioner) State approved training and certificate required within one year of appointment.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Practices, techniques and materials used in maintenance, construction, mechanics and repair of streets, facilities, storm drains, and parks; operational and maintenance characteristics of different types of vehicles, equipment and tools used in public works construction and maintenance; knowledge of NPDES regulations and procedures; methods and techniques of leading, training and motivating assigned crews; proper methods of traffic control and delineation; basic principles of mathematics; record keeping; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices including traffic control and confined space entry; operational characteristics of standard, heavy and light duty maintenance tools and equipment; applicable Federal, State and local laws, codes and regulations;

Ability to:

Lead, teach, mentor assigned staff; perform a wide variety of public works construction and maintenance activities; operate a variety of vehicles, lifts, tools and equipment used in construction and maintenance; perform advanced level work in assigned area; estimate time and materials for completion of projects; read and interpret blueprints, work sketches and specialized maps; make

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sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; prepare work records and routine reports; perform heavy manual labor; plan, organize and lead the work of subordinate staff; trains others in the use of safe work practices and enforce those practices; communicate clearly and concisely, both orally and in writing; courteously respond to community issues, concerns and needs; deal constructively with conflict and develop effective resolutions; work independently; assist with Division's budget; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of equipment, tools and vehicles used in construction, maintenance and repair activities.

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