General Statement of Duties

Performs regularly assigned lead work over a crew in the field that is involved in the construction, repair, and maintenance of City facilities, infrastructure, or equipment including city streets, sewer and storm drains, golf courses, parks, airport structures, or traffic devices.

Distinguishing Characteristics

This class is distinguished from the Operations Supervisor that performs supervisory duties over non-supervisory and working supervisory employees involved in the operation, construction, maintenance, and repair of City facilities, infrastructure, parks, and urban forests or in the collection and disposal of solid waste.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised

Performs leadwork over assigned staff.

By position, supervises a field crew.

Essential Duties

Leads a crew in the field that is involved in the construction, repair, and maintenance of city streets, sewer and storm drains, golf courses, parks, airport structures, traffic devices, and other City facilities, infrastructure, and equipment.

Oversees work in-progress to ensure quality, effectiveness, and efficiency of unit activities and output.
Implements safety standards, ensures compliance, and prepares work records and reports.

Operates and maintains equipment for the assigned function.

Trains employees in the day-to-day procedures of the work unit and mastery of individual knowledge, skills, and abilities essential to work tasks.

Develops or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback, and furnishes information for the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

Performs other related duties as assigned.

Any one position may not include all the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one’s job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.
Knowledge & Skills

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years of experience performing a wide variety of construction, maintenance, and repair work.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver’s License at the time of application.

By position, requires an Agricultural Pest Control Certificate for application of restricted chemicals from the Colorado Department of Agriculture.

By position, requires a valid Commercial Driver’s License (CDL "B") with appropriate endorsements at the time of application.

By position, requires a State of Colorado Flagging and Barricade Certificate.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to hazards from electrical/mechanical/power equipment.
Potential exposure to temperature changes: variations in temperature from hot to cold.
Wet: frequent contact with water or other liquid.
Subject to long, irregular hours.
Subject to many interruptions.
Subject to injury from moving parts of equipment or vehicles.
Subject to hazards of flammable or explosive gases.
Works in precarious or high locations.

Level of Physical Demand

3-Medium (20-50 lbs.) to 5-Very Heavy (100+ lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Eye/Hand/Foot Coordination: performing work through using two or more.
Repetitive Motions: making frequent movements with a part of the body.
Feeling: perceiving attributes of objects by means of skin receptors.
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
Standing: remaining on one’s feet in an upright position.
Sitting: remaining in the normal seated position.

City and County of Denver
Climbing: ascending or descending objects usually with hands and feet.
Walking: moving about on foot.
Carrying: transporting an object; usually by hand, arm, or shoulder.
Pushing: exerting force upon an object so that the object is moving away from the person.
Pulling: exerting force on an object so that it is moving to the person.
Balancing: maintaining body equilibrium to prevent falling over.
Stooping: Bending the body by bending the spine at the waist.
Kneeling: bending legs to come to rest on one or both knees.
Crouching: bending body downward and forward by bending legs.
Crawling: moving about on hands and knees or hands and feet.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working the hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sound by the ear.
Far acuity: ability to see clearly at 20 feet or more.
Near acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Field of Vision: ability to adjust vision to bring objects into focus
Color Vision: ability to distinguish and identify different colors.

### Background Check Requirement

- Criminal Check
- Employment Verification
  - By position, Motor Vehicle Record
  - By position, Licenses/Certifications

### Assessment Requirement

- None

### Probation Period

- Six (6) months.

### Class Detail

- Pay Grade: J-621
- FLSA Code: N
- Management Level: 8
- Established Date: 9/21/2018
- Established By: Lori Schumann
- Revised Date: 08/25/2019
- Revised By: Alena Duran & Blair Malloy

Class History: Classification title was changed from Crew Supervisor to better align with the work being done by majority of employees in this classification.