



Office of Human Resources
Crew Lead - CJ1869
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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.

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.

By position, may be required to be on-call to address emergent needs.

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 as a member of a crew 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. Completion of the Office of Human Resources' supervisory training courses prior to the end of the probationary period.

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

Working Environment

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Potential exposure to cement dust

Potential exposure to chemicals, gas and low-level radiation

Potential exposure to cold temperature, cold enough to cause bodily discomfort

Potential exposure to cold weather conditions (indoor/outdoor)

Potential exposure to conditions that affect the skin or respiratory system.

Potential exposure to dust

Potential exposure to extreme temperature changes

Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes

Potential exposure to hazardous conditions where there is a danger to life, body, and/or health

Potential exposure to hazardous/toxic chemicals

Potential exposure to hazards from electro/mechanical/power equipment.

Potential exposure to hazards of steam and heat

Potential exposure to heat temperatures, hot enough to cause bodily discomfort

Potential exposure to hot and humid work environment

Potential exposure to housekeeping/cleaning agents/chemicals.

Potential exposure to humid conditions with high moisture content to cause bodily reactions

Potential exposure to infection from disease-bearing specimens.

Potential exposure to infections and contagious diseases

Potential exposure to odorous chemicals

Potential exposure to pesticides or fertilizers

Potential exposure to the risk of blood borne diseases.

Potential exposure to temperature changes: variations in temperature from hot too cold

Potential exposure to toxic chemicals.

Potential exposure to unpleasant elements (accidents, injuries, and illness).

Extreme cold conditions

Handles emergency or crisis situations

Noise sufficient to cause distraction or possible hearing loss

Personal Safety: aware of surroundings, people, and events

Pressure due to multiple calls and inquiries

Subject to burns and cuts

Subject to electrical and radiant energy hazards

Subject to injury from moving parts of equipment or vehicles

Subject to precarious or high locations

Subject to pressure for multiple calls, inquiries, and interruptions

Subject to varying and unpredictable situations

Subject to traffic, roadways, and pedestrians

Subject to vibrations and strain on the body to cause bodily harm if endured daily

Temperature Changes: variations in temperature from hot too cold

Temperature Changes: variations in temperatures from hot too cold when works in field

Wet: frequent contact with water or other liquid.

Wet: frequent contact with water, liquid, chemicals, or sanitary sewage

Works in confined, uncomfortable or awkward locations

Works in precarious or high locations.

Level of Physical Demand

4-Heavy (50-100 lbs.)

Physical Demands

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

Agility: bends, stretches, twists, or reaches out with the body, arms or legs.
 Balancing: maintaining body equilibrium to prevent falling over.
 Carrying: transporting an object, usually by hand, arm, or shoulder.
 Climbing/Balancing: climbing walls, fences and other obstacles and balancing.
 Climbing: ascending or descending objects.
 Color vision: ability to distinguish and identify different colors.
 Crawling: moving about on hands and knees or hands and feet.
 Crouching: bending body downward and forward by bending legs.
 Depth Perception: ability to judge distances and space relationships.
 Endurance: exert physical efforts restrain animals for a substantial period.
 Eye/Hand/Foot Coordination: performing work through the use of two or more.
 Feeling: perceiving attributes of objects by means of skin receptors.
 Feeling: perceiving attributes of objects by means of spoken word.
 Field of Vision: ability to adjust vision to bring objects into focus.
 Field of Vision: ability to see peripherally.
 Fine Dexterity: coordinator eye-hand to operate a vehicle, reach, hold, grasp and turn objects
 Fingering: picking, pinching, or otherwise working with fingers.
 Handling: seizing, holding, grasping, or otherwise working with hand(s).
 Handling: seizing, holding, grasping, or otherwise working with fingers.
 Hazards: conditions where there is danger to life, body and/or health.
 Hearing/Talking: hear and determine direction of sound.
 Hearing: perceiving the nature of sound by the ear.
 Kneeling: bending legs to come to rest on one or both knees.
 Lifting: raising or lowering objects weighing no more than 100 pounds, from one level to another.
 Mathematical reasoning:
 Memorization:
 Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
 Neck Flexion: moving neck upward/downward.
 Oral comprehension:
 Physical Strength: exerts maximum muscle force to lift, push, pull or carrying objects and performs laboring work.
 Pulling: exerting force upon an object so that it is moving toward the person.
 Pushing: exerting force upon an object so that it is moving away from the person.
 Reaching: extending the hand(s) and arms(s) in any direction.
 Repetitive motions: making frequent movements with a part of the body
 Sitting: remaining in the normal seated position.
 Stamina: exerts oneself physically over long periods of time without tiring. (which may include performing repetitive tasks such as hammering or lifting objects).
 Standing: remaining on one's feet in an upward position.
 Stooping: bending the body by bending the spine at the waist.
 Talking: expressing or exchanging ideas by means of spoken words.
 Vision Far Acuity: ability to see clearly at 20 feet or more.
 Vision Near Acuity: ability to see clearly at 20 inches or less.

Vision: to observe animal behavior, read signs, and reading colors.

Walking: moving about on foot on uneven surfaces.

Written Comprehension.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Licenses/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-621

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: