



## Office of Human Resources

### Crew Supervisor

#### General Statement of Duties

Supervises a crew 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.

#### Distinguishing Characteristics

A Crew Supervisor is a working supervisor. 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. The Crew Supervisor is distinguished from a Senior Utility Worker that performs unskilled and semi-skilled work assisting in maintaining public grounds, buildings, and facilities and providing assistance with traffic control, construction and repair activities, and maintaining city streets and roadways.

#### 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

Supervises two or more employees working on a crew.

#### Essential Duties

Supervises and works in a crew 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 goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Participates in conducting hiring interviews and selecting candidates for job openings.

Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Receives formal and informal grievances and conducts preliminary discussions for settlement when necessary.

By position, supervises employees involved in the location and inspection of sewer and water lines, gas lines, conduits, cable lines, and other underground utilities.

Performs other related duties as assigned.

Any one position may not include all of 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

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

### Licensure & Certification

By position, a valid Driver's License may be required as a condition of employment.

By position, possession of a Colorado Commercial Driver's License (CDL "B") with appropriate endorsements by the end of probation.

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

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.

Exposed to cement dust

Exposed to chemicals, gas and low-level radiation

Exposed to cold temperature, cold enough to cause bodily discomfort

Exposed to cold weather conditions (indoor/outdoor)

Exposed to conditions that affect the skin or respiratory system.

Exposed to dust

Exposed to extreme temperature changes

Exposed to hazardous anesthetic agents, body fluids, and bio-wastes

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

Exposed to hazardous/toxic chemicals

Exposed to hazards from electro/mechanical/power equipment.

Exposed to hazards of steam and heat

Exposed to heat temperatures, hot enough to cause bodily discomfort

Exposed to hot and humid work environment

Exposed to housekeeping/cleaning agents/chemicals.

Exposed to humid conditions with high moisture content to cause bodily reactions

Exposed to infection from disease-bearing specimens.

Exposed to infections and contagious diseases

Exposed to odorous chemicals  
 Exposed to pesticides or fertilizers  
 Exposed to the risk of blood borne diseases.  
 Exposed to temperature changes: variations in temperature from hot too cold  
 Exposed to toxic chemicals.  
 Exposed 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

Labor and Trades Supervisor

### Probation Period

Six (6) months.

### Class Detail

**FLSA Code: N**

**Management Level: 7**

**Established Date: 8/1/2018**

**Established By: Lori Schumann**

**Revised Date:**

**Revised By:**

**Class History:**