



Public Works Maintenance Crew Leader

Position Title	Public Works Maintenance Crew Leader
Department	Public Works
FLSA	Hourly
Supervisor's Job Title	Director of Public Works

SUMMARY: Under basic supervision of the Director of Public Works, coordinates and leads the daily activities of Public Works Department (PWD) street maintenance work crews; verifies that vehicles, equipment, and tools are used in compliance with all safety regulations and standard procedures.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Leads work crews performing street and park maintenance activities; identifies and prepares equipment and materials required to meet job demands and complete work projects to meet Public Works Department (PWD) standards; assures that all safety rules, regulations, and PWD and City wide policies are observed on the job site.
- Works with Director of Public Works or his/her designee in coordinating and scheduling staff, vehicles, and equipment; prioritizing and assigning tasks; reviews the work of assigned staff to assure that work assignments are completed according to specified work scope. Plan and schedule day to day work.
- Assist in training work crew in proper street maintenance procedures, techniques, and safety standards; instructs crew in the proper use and maintenance of equipment and tools; works with Director of Public Works correcting deficiencies.
- Responsible for the coordination and supervision of the daily operations of the Public Works Department; including streets/sidewalks, repair/replacement, park maintenance, building maintenance, facility and infrastructure maintenance and response to emergence situations under the direction of the Director of Public Works.
- Will be required to be on-call during an emergency.
 - Advises Director of Public Works in preparation of daily activities, and material and equipment usage.

- Maintenance and upkeep of all city own buildings and properties. Oversees work projects to assure that safety rules and regulations are followed, and that the work zone and all equipment are in safe operating condition.
- Assist the Director of Public Works in responding to emergency callouts resulting from severe weather, accidents, and other factors; overseeing crew activity during emergency events; performs necessary tasks for public safety and property protection.
- Operates City trucks and related equipment; coordinates the inspection and maintenance of vehicles and equipment; identifies and reports mechanical problems requiring additional repair.
- Performs the duties of a Street Maintenance Worker as needed to meet workload demand.
- Utilizes proper safety precautions in all work performed; reports problems and emergency situations; recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines: High School Diploma or GED equivalent is required; AND two year's work experience operating vehicles and maintenance equipment, with at least one year supervisory experience; or equivalent in education and experience.

Knowledge of:

- Materials, methods, tools and equipment used in maintenance of streets, roadways, parks and infrastructure.
- Operation, maintenance, and repair standards for City equipment and specialized vehicles.
- Be familiar with federal and state safety rules and regulations, including OSHA, Manual on Uniform Traffic Control Devices (MUTCD), and MoDOT protocols and safety standards utilized in hazardous traffic environments.
 - Be knowledgeable on traffic laws and rules for vehicle and equipment operation on public streets.
 - Be knowledgeable on traffic sign standards and regular field inspections.
 - Be knowledgeable on City traffic patterns, streets, landmarks, and PWD facility locations.

Skill in:

- Leading work crews, reviewing work performance, and promoting and enforcing safe work practices.
- Controlling work sites, and establishing effective safety zones and traffic signage.
- Identifying and resolving street maintenance, safety, and mechanical problems.
 - Be able to utilize specialized tools and heavy motorized equipment to perform maintenance and repair work.
 - Be able to use the City's purchasing and bidding procedure to secure prices and quotes from vendors.
 - Be familiar with the City's regulations pertaining to streets and parks.

- Making routine adjustments, repairs, and preventive maintenance on assigned equipment.
- Safe and efficient operation and maintenance of tools and equipment.
- Be able to follow verbal and written instructions.
- Establish and maintain a cooperative working relationships with co-workers.

License and certification requirements: A Missouri State Commercial Driver's License Class.

Physical demands and working environment: Work is performed indoors, outdoors, and at City facilities; it requires moderate physical efforts, and the ability to bend, reach, stoop, and lift heavy objects; you may be exposed to safety hazards and dangerous tools and equipment; all safety precautions must be followed, including use of safety equipment. City approved safety shoes must be worn. You are subject to 24 hour call out for emergency situations.

THIS POSITION DESCRIPTION AND EXAMPLES OF DUTIES ARE REPRESENTATIVE IN NATURE AND IN NO WAY IMPLY THAT THEY ARE THE ONLY DUTIES WHICH MAY BE ASSIGNED.

The City retains the discretion to add or change the duties of this position at any time.

This position is "at will" which means that either party may voluntarily terminate the employment relationship at any time, and there is not promise of employment for a definite duration.

The City of Black Jack is an Equal Employment Opportunity Employer

Approved: _____ by Personnel Policy Committee

Revised 8/24/2023