

JOB DESCRIPTION

Job Title: Public Works Crew Leader Full-Time

Department: Public Works

Supervisor: Director of Public Works

**JOB SUMMARY**

Works under the general supervision of the Public Works Director. Leads and directs other public work employees. Performs a variety of skilled maintenance work, and operating a variety of equipment in the construction, operation, repair, and maintenance of city streets, city infrastructures, and street drainage projects. This position requires addressing citizen complaints (verbal and written). The crew leader is expected to provide leadership and expertise to other public works employees and be able to make good decisions and provide clear directions related to most routine work orders and projects consistent with departmental procedures, City policies, safety requirements, and the directions provided by the Director of Public Works.

**EXAMPLES OF WORK PERFORMED**

1. Lead and participate in the work of crews assigned to the construction, maintenance and repairs of the city infrastructure, streets and facilities; monitor and guide crew members to ensure the safe and effective completion of projects; work with public works director to plan, schedule and prepare for projects and activities.
2. Schedule work orders and assign task to crew members; record work activities at end of day; report project status to public works director.
3. Assist in purchasing of required equipment, material, and other supplies.
4. Operate a variety of equipment such as a backhoe and other related maintenance and construction equipment: operate a variety of hand tools in the performance of construction and maintenance task.
5. Perform skilled tasks and leadership related to the completion of water main breaks, sewer repairs, street repairs and drainage of city streets.
6. Respond to and resolve difficult and sensitive citizen inquiries and complaints; represent the department to various citizens, vendors, and agencies.
7. Perform preventative maintenance and up keep on equipment; inspect equipment, tools and vehicles.
8. Assist the public works director evaluate the performance of crew members. Train and guide personnel in performance of work activities and operation of equipment and vehicles.
9. Perform all assigned tasks while adhering to safety standards; work to remove any unsafe working conditions; assist with set-up of traffic cones and barriers as needed. Ensure that work crews are following all safety standards.
10. Assist in community service by supervising various temporary crew members and or community service workers.
11. Prepare and evaluate cost estimates to facilitate construction repair projects.
12. Monitor capital improvement projects, including reviewing project specifications and plans.
13. Ensure contractual agreements are met and that the City is properly serviced by the construction and installation of facilities and improvements made by contractors.
14. Assist in the development of budget requests for the Public Works Department.
15. Review and approve purchases in accordance with The City of Los Fresnos purchasing policy.
16. Complete all required reports on time.
17. Represent the City at public and private meetings and conferences involving public works.
18. Perform all duties as assigned and required.
19. Use excellent customer service skills to establish and maintain effective working relationships with other employees, City officials, other state and/or federal agencies/personnel and all members of the general public.
20. Demonstrate continuous effort to improve Public Works operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide high quality customer service.
21. Operate a motor vehicle to assist in carrying out the business of the Public Works Department and the City.
22. Maintain a variety of work records, personnel records, records of purchases and expenditures, and prepare appropriate periodic and special reports so that the City administration can stay up-to-date on all aspects of the Public Works Department.
23. Spreads and shovels sand, asphalt, concrete and patching compounds in the construction, repair and maintenance of streets.
24. Mows weed eats and maintains city right-of-ways and city owned properties.
25. Cleans ditches and maintains culverts.
26. Performs traffic control duties in and around work zones.
27. Collects and disposes of dead trees, limbs, trash and debris found along city streets, parks, and other areas of the City, as needed.
28. All other assigned tasks as directed by public works director.

**EQUIPMENT/MATERIALS**

Pickup trucks, dump trucks, front-end loaders, sewer cleaner, backhoe, tractors, street sweepers, mowers, ground maintenance equipment, other construction equipment, shop support equipment and other related powered hand tools.

**WORKING CONDITIONS/ENVIRONMENT**

Hazards exist which could result in lost time or accidents; works a 40-hour week; performs standby and weekend duties as required.

* While performing the duties of the Crew Leader, the employee works both indoors, sometimes in an office environment, and outdoors, often in inclement weather conditions, including but not limited to rainy, wet, humid, snow, ice, cold and hot weather conditions. The employee occasionally works near moving mechanical parts, in high and precarious locations, exposed to exposed to fumes airborne particles; occasionally exposed to toxic, caustic or carcinogenic chemicals; exposes to extreme cold, extreme heat, loud noise vibrations, and may be exposed to aquatic hazards.

**PHYSICAL DEMANDS**

Requires the physical strength, agility and dexterity associated with hard labor.

* Ability to read a computer screen or documents, grasp, handle, feel, type, listen, hear, reach see, speak, walk and sit.
* Bending, climbing, kneeling, reaching, sitting, squatting, standing, talking, walking, hearing/listening, seeing/observing and performing repetitive motions.
* Lifting up to 50-100 pounds.
* Pull or carry up to 200 pounds with assistance.
* Specific vision abilities: close distance, and peripheral vision, depth perception, and ability to adjust focus.

**NON-PHYSICAL DEMANDS**

* Working closely with others as a member of the team.
* Time pressure.
* Performing multiple tasks as well as frequent changing of tasks.
* Maintaining composure when dealing with unhappy customers.
* Working under distractions (telephone calls and other disturbances).

**SKILLS REQUIRED**

Requires an above average knowledge of procedures and materials, equipment operations and maintenance, ground maintenance equipment and powered/non-powered hand tools. Must have a valid Texas Driver’s License.

* Must possess the ability to understand and follow specific oral and written instruction.
* Must have High School diploma or equivalent.
* Must possess the ability to lead, give clear written and oral instructions and determine if activities have been completed according to those instructions.
* Must possess the ability to work under adverse climatic conditions.
* Must be able to motivate and maintain good working relations with other employees and the general public.
* Must possess the ability to work nights and weekends if needed.
* Must have basic mathematical skills.
* Regular and timely attendance is required.
* Must have the ability to interpret and apply policies, procedures and standards to specific situations.
* Must have the ability to communicate effectively and tactfully to citizens, elected officials and other employees.
* Ability to maintain record keeping, organization and maintenance of files.
* Learn and correctly interpret and apply the laws, codes, policies and procedures related to all city operations.
* Effectively meet deadlines.
* Must be capable of giving presentations.

**OTHER REQUIREMENTS**

* May be required to respond to an emergency on a 24-hour per day basis.
* Employee may be required to carry a cellular telephone furnished by the City.
* Additionally, employee is expected to respond as soon as possible to non-emergency calls.

**NOTE**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this positon. They are not intended to be thought of as a complete list of all possible responsibilities, duties, and/or skills of all personnel so classified. The “performs other work as required or assigned” statement is to be understood that it may be necessary to expand an employee’s duties and/or responsibilities on a daily or permanent basis.

THE CITY OF LOS FRESNOS’ GOAL IS TO ENSURE CUSTOMERS RECEIVE THE BEST POSSIBLE EXPERIENCE.

Employee Signature Date

Department Head Signature Date

City Manager Signature Date

Revised: October 2021