



**CITY OF WATERTOWN, NEW YORK
MUNICIPAL CIVIL SERVICE COMMISSION**

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EXECUTIVE SECRETARY

PLEASE POST CONSPICUOUSLY

WATERTOWN HOUSING AUTHORITY

ANNOUNCES

APPLICATIONS ARE BEING ACCEPTED FOR THE POSITION OF

CREW CHIEF

DATE POSTED:	June 22, 2022
CLOSING DATE:	July 8, 2022
LOCATION:	Housing Authority various locations
HOURLY RATE:	\$19.61-\$26.73

**Interested persons should complete an online civil service application
<https://watertown-portal.mycivilservice.com/>**

A complete job description is attached.

Amie L. McIntyre

Executive Secretary



Crew Chief

Job Specification
Classification: Non-competitive
Series: Maintenance
Level: 4 of 5

DISTINGUISHING FEATURES OF THE CLASS: This is the forth level of the Maintenance series and is responsible for overseeing the work of an assigned crew(s). Under the supervision and direction of the Maintenance Supervisor, the Crew Chief's responsibilities include setting up the projects; providing work direction onsite; overseeing events at assigned locations; establishing schedules; scheduling/ conducting Annual Inspections to ensure compliance with HUD's Uniform Physical Conditions Standards (UPCS), and interacting with the public to solve problems and ensure questions are answered.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Directly supervises staff to include: prioritizing, scheduling, and assigning work, ensuring staff is trained, ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment while also maintaining production and high quality of work;
- Responds to questions from citizens, contract/temporary workers, and other staff regarding assigned projects or facilities;
- Monitors and inspects assigned projects to ensure work is on track, advise on appropriate construction practices, and monitor materials;
- Leads assigned crew in a variety of heavy manual labor, such as shoveling, painting related to maintenance, construction, clean up, turnover of apartments, service requests, and construction projects; uses a variety of hand and power tools in performing duties;
- Maintains and repairs equipment and tools used in assigned tasks;
- Operates heavy equipment, including dump trailer, front end loaders, sewer cleaners, and pickup trucks to assist with repairing or replacing pipes, water taps, and sewer connections;
- Schedules / performs snow removal, snow blowing, sanding of roads, and salting of sidewalks and parking lots as needed; fills sand barrels when assigned;
- Monitors inventory and equipment supplies; fills out appropriate purchase orders or requests, and compares vendor pricing and provides recommendations to the Maintenance Supervisor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Building maintenance, repair and recordkeeping;
- HUD's Uniform Physical Conditions Standards (UPCS), state and local building codes;
- Operation and maintenance requirements of trucks and heavy power-driven equipment;
- Concrete and street equipment and operations;
- Medium and heavy equipment operation for snow removal, street paving, and other specified tasks;
- Practices, methods, and materials used in construction and maintenance work;
- Traffic laws, ordinances, and rules involved in truck and heavy equipment operations;
- Proficiency in the operation of Windows based computer programs;
- Supervisory and customer service principles;
- English grammar, spelling, and punctuation for use in work orders;
- Safe work practice and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to:

- Operate a variety of heavy and light power-driven equipment;
- Perform a variety of semi-skilled and skilled construction and maintenance tasks;
- Assist in the training of others in the safe operation of equipment;
- Apply and explain practices and procedures in construction, building maintenance, and/or snow removal;
- Operate a computer and related software applications;
- Operate small hand and power tools and other related equipment;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree or higher and three (3) years of experience on a work crew; or
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience on a work crew; or
- (C) An equivalent combination of training and experience as defined by the above.

Licensing Requirements: Must possess valid NYS driver's license.

SPECIAL NECESSARY REQUIREMENT:

- Complete Blood Borne Pathogen Training within one year of employment and maintain required annual training;
- Obtain Lead Base Paint Certification to comply with EPA RRP Rule and HUD Lead Safe Housing Rule (LSHR) within one (1) year of employment and maintain required annual training;
- Complete Uniform Physical Conditions Standards (UPCS) Inspection Protocol Training within one (1) year of employment and maintain annual training;
- Complete job related continuing education on an annual basis.

Classification history:

Revised: 4/17/2012; 1/19/2016