



Crew Chief

Job Specification
Classification: Non-competitive
Series: Maintenance
Level: 7 of 8

DISTINGUISHING FEATURES OF THE CLASS: This is the seventh level of the Maintenance series and is responsible for overseeing the work of an assigned crew(s). Responsibilities include setting up the projects; providing work direction onsite; overseeing events at assigned locations; establishing schedules; and interacting with the public to solve problems and ensure questions are answered. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- 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.
- 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, advises on appropriate construction practices, and monitors materials.
- Leads assigned crew in a variety of heavy manual labor, such as shoveling, flushing hydrants, digging trenches, and painting related to maintenance, construction, clean up, sewer lines, water mains, water hydrants, and other related areas; 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 trucks, front end loaders, sewer cleaners, and pickup trucks to assist with repairing or replacing pipes, water taps, manholes, and sewer connections.
- Conducts 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- 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;
- Safe work practice and procedures.

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;

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

Ability to: (continued)

- 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 3 years of progressively responsible experience on a work crew; or
- (B) Graduation from high school or possession of a high school equivalency diploma and 5 years of progressively responsible 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.

MINIMUM QUALS FOR PROMOTION:

For Department of Public Works: 3 years of progressively responsible experience on a Public Works work crew.

Parks & Recreation: 3 years of experience as a Parks & Recreation Building Maintenance Worker.

For Water Department: 3 years of experience in Water Distribution.

SPECIAL NECESSARY REQUIREMENT:

For assignment to Parks & Recreation and DPW: NY Driver's License with CDL-B endorsement.

For assignment to Water Department: NYS driver's license **and** possession of a Grade D Water Distribution Operator certificate issued from the NYS DOH within 1 year of appointment. Certificate must be maintained for continued employment

Classification history:

Revised: 4/17/2012