

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Crew Leader

**Department:** Varies  
**Pay Grade:** 508  
**FLSA Status:** Non-Exempt  
**Job Code:** Z035

#### JOB SUMMARY

The purpose of this classification is to provide leadership and guidance to a crew performing manual to moderately skilled work in the maintenance and upkeep of public parks, grounds, facilities, and/or public areas. Work is physical in nature and employees work along-side other crew members, however employees in this classification are expected to take initiative and responsibility to see that assigned projects and the work load is completed in a quality and timely manner.

#### ESSENTIAL JOB FUNCTIONS

- Leads a crew of workers in operating equipment and performing maintenance work associated with various daily operations and/or projects within an assigned department/division of the City: provides direction, training, and assistance to employees; coordinates daily work activities; organizes and prioritizes workload; makes work assignments and evaluates work; monitors status of work; troubleshoots problem situations.
- Assists in ensuring adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations; coordinates activities to maintain safety and traffic control at work sites, including flagging of traffic and setup of safety cones, barricades, and road/warning signs; reports accidents, injuries, and other incidents.
- Assists in coordinating, prioritizing, and overseeing projects; reviews or issues work orders; assists in determining and coordinating necessary equipment, materials, and manpower to conduct projects; monitors status of work in progress and inspects completed work; dispatches crew members, vehicles, or equipment to work sites as needed; reports damage/vandalism, potentially hazardous/dangerous situations, or other problems to supervisor; responds to problems or emergency situations.

- Drives pick-ups and single-axle trucks with limited volume and/or weight capacities in order to collect, transport and haul materials such as brush, tools, and trash: maneuvers vehicle in and around traffic and work-sites, obeying all traffic laws and safety guidelines; positions vehicle to allow for the most efficient and effective loading and unloading of materials; secures all doors, gates, and fasteners to prevent spillage or loss of load; operates dumping mechanism to dump materials at appropriate locations; and collects missed garbage pickups as needed.
- Operates light equipment to complete various tasks: operates skid-steer, forklifts, and loaders of similar size to load and/or move gravel, dirt, sand, and other materials for smaller projects and amounts; utilizes skidsteer to clear land or debris; operates asphalt roller to flatten and compress dirt, gravel, asphalt, and other materials.
- Performs customer service functions: exchanges information with the public regarding work; logs complaints or problems and refers them to the appropriate personnel.
- Performs manual work within an assigned department, which may involve grounds maintenance, parks maintenance, street maintenance, sanitation services, building maintenance, or other projects within the assigned department; assists equipment operators, skilled-trade employees, or other workers as needed.
- Performs various tasks involving roadside maintenance, grounds maintenance, or landscaping projects: mows grass; trims and edges along roadways, landscaped areas, driveways, sidewalks, and fence lines; plants and maintains trees, shrubs, and flowers; weeds flower beds; cuts down trees; prunes tree limbs, hedges, and shrubs; picks up and disposes of tree limbs, brush, and other materials from public areas; spreads seed, mulch, and other grounds materials; tills or aerates dirt/soil; moves dirt and grades land; cuts, lays, or installs sod; applies fertilizer and herbicide; rakes ground materials; blows leaves/debris from walkways or grounds; picks up and disposes of debris/litter from public areas; empties trash containers; digs holes/trenches and shovels materials.
- Performs various tasks involving maintenance of parks, athletic fields, and recreational facilities: cleans and maintains athletic fields, bleachers, and related facilities; drags ball fields; applies lines and markings to athletic fields; maintains courts, playgrounds, trails, and associated equipment.
- Performs various tasks associated with set-up and clean-up of work-sites and facilities: gathers equipment, tools, supplies, and materials needed to conduct work activities; empties trash containers and dumpsters; picks up or removes debris such as tree limbs, brush, pine straw, leaves, grass/yard clippings, and dead animals; rakes, sweeps, shovels, and cleans ground around work areas and picks up remaining materials; and cleans and returns equipment and materials to their proper location
- Performs various tasks involving building maintenance projects: cleans buildings, sheds, restrooms, or other facilities; restocks supplies; paints interior/exterior surfaces and equipment; replaces batteries, light bulbs, and ballasts; replaces or performs minor repairs on building fixtures, fences, and playground or recreation equipment; assembles furniture or equipment; pressure-washes building and grounds surfaces; lifts/moves equipment and heavy materials; cleans, dusts, vacuums, mops, buffs, & polishes floors, walls, windows, fixtures, and other surfaces; and assists with setup/breakdown for special events and activities.
- Operates a variety of light equipment, machinery, and power / hand tools associated with department projects, including (but not limited to), a small tractor, commercial mower,

edger, trimmer, chipper, chain saw, air compressor, concrete saw, leaf blower, tiller, sod cutter, pick axe, sledgehammer, pitchfork, rake, post hole digger, shovel, broom, hand tools, City issued cellular phone, or two-way radio.

- Inspects and prepares equipment for safe and proper operation prior to beginning work for the day; performs light maintenance on equipment, which may include changing oil, refueling, or refilling lubricants; cleans vehicles, beds, and mounted equipment upon completion of assignments; secures vehicle after use.
- Performs general cleaning/maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, refueling vehicles, performing minor equipment repairs, greasing equipment, sharpening blades, changing tires, replacing parts, washing/cleaning equipment, or cleaning shop or work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment and initiates requests for new or replacement materials as required.
- Prepares or completes various forms, reports, correspondence, time cards, daily work sheets, or other documents.
- Receives various forms, reports, correspondence, schedules, activity calendars, event sheets, diagrams, blueprints, policies, procedures, regulations, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Communicates with supervisor, other departments, employees, community service workers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

### **Environmental / Public Works**

- Runs valve exercising and hydrant maintenance programs.
- Collects data to ensure GIS is accurate.
- Assists customers with water consumption issues.

### **Recreation & Parks**

- Assists Crew Supervisor and Coordinator in weekly crew updates and communication efforts.
- Works with Crew Supervisor and Coordinator in developing training for staff.
- Operates and executes within the City's GIS based work order system.

### **Transportation**

- Concrete Crew – performs repairs and new work including sidewalks, curb and gutter and other miscellaneous concrete work.
- Asphalt Crew – performs repairs on city roads including milling and patching.
- Landscaping Crew – performs general maintenance of landscaped areas with the city's right-of-way.

## **MINIMUM QUALIFICATIONS**

**Education and Experience:**

Requires a High School Diploma or equivalent; supplemented by three (3) years of experience in parks/grounds/facilities maintenance, landscaping, concrete, asphalt or related work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Licenses or Certifications:**

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).
- Depending on department, may be required to possess and maintain a valid Georgia Commercial Driver's License (CDL) including appropriate endorsement(s), with a satisfactory motor vehicle record (MVR).
- Additional certifications may be required based on assignment.

**Special Requirements:**

- None

**Knowledge, Skills and Abilities:**

- Knowledge of tasks and procedures required to perform the routine maintenance functions in the assigned department.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Ability to act as a first-line supervisor, including instructing, reviewing work, maintaining standards, and coordinating activities.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference and descriptive data and information.
- Ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**PHYSICAL DEMANDS**

The work is heavy work which requires the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-100 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, heights, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, or animal attacks/bites.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*