



City of Irving Job Description

Crew Leader/Trainer

FLSA Status:	Non-Exempt	Job Department:	Traffic & Transportation
Job Code:	39522	Reports To (Job Title):	Supervisor (Street)

PURPOSE

To guide and perform construction, repair, and maintenance-related work for City functions, including organizing work for crews and providing technical leadership for projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Train crew members to perform specific tasks, which includes demonstrating work, providing step-by-step instructions, and monitoring performance.
- Maintain records of use of time, material, and equipment.
- Inspect work to ensure work matches specifications and corrects deficiencies when necessary.
- Ensure proper care of equipment, vehicles, and tools at job site.
- Remove obstacles and barriers that present safety hazards to work crew and public.
- Operate equipment including but not limited to jackhammer, vehicles, concrete shoot, track dozer, front-end loader, bucket truck, gradall, and crane.
- Perform light construction as necessary to complete projects.
- Ensure the safety of assigned crew, including erecting appropriate work barricades and attending safety classes for first aid, defensive driving, and CPR.
- Respond to after-hours trouble calls on emergencies.
- Answer public inquiries and provide information, which includes investigating requests and complaints.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Prepare reports regarding project status and/or employee performance.
- Maintain inventory of supplies.
- Repair equipment needed to perform duties.
- Assist in conducting studies and surveys.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision-Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise up to 7 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

City issued P-card to purchase supplies and materials.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- High School Diploma or equivalent.

EXPERIENCE

- At least two (2) years of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Texas Commercial Driver's License Class A.
- Roadway Worker Protection Certification.
- Smith Driving School or equivalent.
- Training in Confined Space, Excavation, Earth Moving, and Forklifts.

KNOWLEDGE OF

- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Traffic Safety: Basic traffic safety laws.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

SKILLS AND ABILITIES IN

- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Visualization: Imagining how something will look after it is moved or rearranged.

GUIDANCE RECEIVED

On-going Instructions and Range of Procedures

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

OUTSIDE CONTACTS

Interacts with other departments, citizens, businesses, vendors, and contractors.

EQUIPMENT AND PROPERTY

Variety of Pneumatic hydraulic and electric hand tools varying of size and function; various power tools; various hand held tools; jack hammer, hand tools, shovel, post hole digger, chain saw, pole saw, string line trimmer, hedge trimmer, surface grinder, cutting torch, and wire feed welder. Also, a computer and software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to grasp, handle, feel, listen, reach, see, and/or smell. Frequently, s/he is required to balance, carry, drive a vehicle, sit, stoop, talk, stand, and/or walk. S/he occasionally is required to climb, kneel, lift up to 50 pounds, pull, and/or push. In rare instances, s/he is required to crawl or run.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to a dirty environment, blood-borne pathogens, extreme vibrations, confining work space, electrical hazards, extreme temperatures or weather conditions, air contamination, noise, toxic or caustic materials, and/or traffic hazards. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment usually is loud.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.