



## City of Irving Job Description

### Crew Leader

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Designated Department
<b>Job Code:</b>	39552	<b>Reports To (Job Title):</b>	Section Chief or Supervisor

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#### PURPOSE

To exercise functional supervision over a crew, which may include: coordinating their discharge of duties; training of new crew members in the exercise of their assigned tasks; leading and participating in tasks, such as the maintenance and fabrication of traffic control devices, as well as the maintenance and repair of equipment generally, within assigned section. As a lead, this position serves also to ensure crew operations are undertaken safely, observing appropriate procedures and guidelines.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Lead & participate in the training (and/or) cross-training of new & current employees.
- Maintain records of use of time, material, and equipment.
- Ensure proper care of equipment, vehicles, and tools at job site, and, as assigned, maintain and repair equipment and tools in his/her section.
- Ensure the safety of assigned crew, which includes erecting appropriate barricades and/or work zone traffic control devices and (as assigned) attending safety classes for first aid, defensive driving, Smith Driving Systems, work zone safety, CPR, etc., as assigned.
- Respond to after-hours callback for emergency conditions.
- Answer questions and provide information to the public, which may include: investigating requests and complaints, leaving notices and educating the public on service limitations/expectations, and/or recommending corrective action.
- Assist other sections of as needed.

#### **If assigned to Traffic & Transportation:**

- Lead & participate in the installation & maintenance of traffic control devices within their assigned section of the Traffic Operations Division (traffic signs, guardrail, and traffic pavement markings).
- Lead & participate in removal of visual obstructions blocking the view of traffic control devices.
- Collect data for traffic sign, sign reflectivity, and pavement markings inventories on GIS System.
- Prepare daily work sheets of jobs and materials used.

#### **If assigned to Solid Waste Services:**

- Assign brush crew members to specific routes and assure that routes are completed daily.
- Demonstrate work to crew members, provide step-by-step instructions, and monitor performance.
- Enter payroll information and approve employee timecards.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Prepare reports regarding project status and/or employee performance.
- Assist in conducting studies, surveys, and/or special projects, including emergency operations.
- Perform overtime duties as necessary or required in order to complete assignments.
- Perform related duties as assigned.
- *If Assigned to Traffic & Transportation:* Assist in the layout, and installation of traffic control devices for special events.
- *If Assigned to Traffic & Transportation:* Maintain inventory of supplies.
- *If Assigned to Solid Waste Services:* Temporarily substitute for Section Chief and back up roll-off operator as needed.

## **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 as many as 8 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

*May* utilize a 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**

- Two (2) years of related experience.
- *If assigned to Traffic & Transportation,* this experience should include lead experience in the installation and maintenance of traffic control devices, and work zone traffic control.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Texas Commercial Driver's License (CDL) Class B
- Appropriate Valid Texas drivers license,
- *If Assigned to Solid Waste Services:* TCEQ MSW Waste Screening, preferable to obtain TCEQ MSW A License
- *If Assigned to Traffic & Transportation:* Forklift Certification, Roadway Worker Protection Certification, and Workzone Traffic Control Certification.

## **KNOWLEDGE OF**

- Safe Working Practices, which includes Traffic Safety Laws.
- Practices, Policies and Laws: City and Departmental Policies, as well as pertinent Federal and State laws, Municipal Ordinances, Codes, and Regulations; if assigned to Solid Waste Services, Landfill Permit requirements.
- Maintenance & Use Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency; also, if assigned to Solid Waste Services, operation, use, and general maintenance of equipment & collection vehicles, as well as their maximum load capacity.
- English Language: the structure and content of the English language, including the meaning of words and grammar.
- Supervision: Personnel motivation, interviewing, oversight, evaluation, and discipline.
- Texas Manual on Uniform Traffic Control Devices (Traffic & Transportation)
- Local Environmental Familiarity (Solid Waste Services): Location of city streets, addresses, City facilities, and nuances of various neighborhoods in and around town; also, refuse, recycling, and brush and bulky waste routes.
- Industry Standards (Solid Waste Services): Principles, practices, and methods of residential refuse collection and disposal, as well as residential recycling and brush and bulky waste collection and disposal.

## **SKILLS AND ABILITIES IN**

- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Service Orientation: Actively looking for ways to help people.
- Planning: Sensing the environment and setting goals and objectives.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Mechanical/Technical: Safely operating a diversity of equipment, including computers.
- 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.

## **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. **Note:** At departmental prerogative, instruction may become periodic, and guidelines more varied, requiring some interpretation and judgment as to when to escalate issues.

## **CONTACTS**

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

## **EQUIPMENT AND PROPERTY**

*If Assigned to Traffic & Transportation:* Hydraulic tools, hand tools, shovel, post hole digger, chain saw, pole saw, string line trimmer, hedge trimmer, paint truck, small paint striper, various pavement marking application machinery, surface grinder, button machine, cutting torch, wire feed welder, computer and software (Word, Excel, Citrix, city works, and Arc GIS)

*If Assigned to Solid Waste Services:* Grapple truck/boom truck; rear-end loader vehicle; tilt bed brush truck / dump truck; special waste collection vehicle; all issued and required PPE; roll-off truck; and dolly truck. Also, computer, basic and department-specific software, cell phone, two-way radio, fax/copy machine.

## **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.\*

*If Assigned to Traffic & Transportation:* The employee constantly is required to grasp, handle, feel, listen, reach, see, and/or smell. The employee frequently is required to balance, carry, drive a vehicle, sit, stoop, talk, stand, and/or walk. The employee occasionally is required to climb, kneel, lift up to 50 pounds, pull, and/or push. In rare instances, the employee is required to crawl or run.

*If Assigned to Solid Waste Services:* The employee consistently is required to drive a vehicle with a GVW of up to 60,000 lbs, grasp handle, climb a ladder up to 150 times a day, feel, lift up to 25 lbs, listen, pull, push, reach, see, smell, and/or stoop. The employee frequently is required to balance, kneel, lift up to 50 lbs, talk, and/or walk. The employee occasionally is required to crawl, run, sit, and/or stand. In rare instances, the employee must lift up to 100 lbs.

## **WORK ENVIRONMENT**

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

The noise level in the work environment is usually loud. This job requires the employee to make decisions directly affecting the safety of others.

*If Assigned to Traffic & Transportation:* 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.

*If Assigned to Solid Waste Services:* The employee is exposed to extreme vibration, blood-borne pathogens, confining workspace, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, high and precarious work places, uneven ground, improper illumination, moving mechanical parts, hazardous traffic conditions, and/or toxic or caustic materials.

\* 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.