

# CITY OF MOORE

## Job Description

### Public Works Crew Chief

**Job Code:** 7297  
**Exempt:** No  
**Department:** Public Works  
**Reports To:** Public Works Field Supervisor  
**Location:** Public Works  
**Date Approved:** September 6, 2022

#### GENERAL DESCRIPTION OF POSITION

The Public Works Crew Chief will perform and direct the activities of a work crew performing construction, maintenance, and repair tasks in a lead capacity within a major Public Works Division\*. Incumbents will schedule work, equipment, and materials at each job site, complete work orders, and ensure the required materials are available. The Crew Chief will train and monitor employee work, coach, and provide input into performance evaluations.

- \*Animal Welfare Division
- \*Building Maintenance Division
- \*Fleet Maintenance Division
- \*Sanitation Division
- \*Streets and Drainage Division

Work hours may vary due to workload, daylight savings time, or for the best interest of the department, and may include being called in after regular working hours to respond to emergency situations such as adverse weather, major failures of public works systems, or other emergencies as determined by management.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. In a lead capacity, train, schedule, prioritize, and determine work to be performed, procure required materials, file and complete work orders, assign and review work, provide input into hiring and performance evaluation of assigned skilled and semi-skilled crew, and participate in the duties of the assigned crew. This duty is performed daily, about 50% of the time.
2. Complete reports related to work activities and keep accurate records of work completed including hours, materials, equipment, injury reports, and related information. Reports and records may be hand-written or computerized. This duty is performed daily, about 10% of the time.
3. Operate all equipment necessary to complete assigned tasks for the work. May perform minor servicing, maintenance, and repairs on equipment. Notifies supervisor of major equipment problems. This duty is performed daily, about 10% of the time.
4. Resolve work quality or personality conflicts within the crew; refers problem issues to the supervisor for resolution. This duty is performed as needed, about 5% of the time.

5. Monitors operation of vehicles and equipment on the job, crew safety including the enforcement of safety regulations, standards, and procedures, and work quality standards and practices. This duty is performed daily, about 10% of the time.
6. Respond to citizen questions and concerns regarding the work being completed and the job site; investigates complaints and take necessary action, including notifying the supervisor. This duty is performed daily, about 5% of the time.
7. Monitors work of external contractors and vendors on the project and/or work site. This duty is performed as needed, about 5% of the time.
8. Observes safe work methods and use of safety equipment. Secures work site from hazards and enforces safety regulations and procedures for crew and equipment, and ensures public safety. This duty is performed daily, about 10% of the time.
9. Good attendance is required. This duty is performed daily.
10. Confidentiality is required upon specific notification to the employee. This duty is performed daily.
11. Perform any other related duties as required or assigned.

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to the supervisor.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, and that performed by others within a limited area of operation.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunities for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

## **MENTAL DEMAND**

Close mental demand. Operations require close and continuous attention for control of operations. Operations require intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

## **SUPERVISORY RESPONSIBILITIES**

This position serves as a lead worker, coordinating and leading the work of a crew of skilled and semi-skilled workers. This position plans work, assigns tasks, trains, provides priorities, and answers questions and troubleshoots problems on a daily basis. This position may perform all of the duties of the crew members when needed and may perform other duties in the absence of the supervisor. This position does not prepare annual evaluations, prepare discipline, or hire staff.

## **RESPONSIBILITY FOR FUNDS, PROPERTY, and EQUIPMENT**

Occasionally responsible for the organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

## **ACCURACY**

Probable errors would not likely be detected until they reached another department, office, or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Generally controlled. General processes are covered by established policies and standards with supervisory oversight.

### **ANNUAL MONETARY IMPACT**

The number of annual dollars generated based on the job's essential duties/responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organization's end results, but still from an indirect level. Provides assistance and support services that facilitate decision-making by others.

## **PUBLIC CONTACT**

Regular contact with patrons in the field. Occasional contact with outside contractors or businesses, and with other department employees to arrange for completion of work, to ask questions, or to explain work procedures. Employee will frequently encounter interruptions in order to assist the public. May also involve occasional self-initiated contact to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

## **EMPLOYEE CONTACT**

Continuous contact with a crew to coordinate work assignments and to assist workers in carrying out required tasks. Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Outside working environment, wherein there are extremely disagreeable working conditions most of the time.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; frequently exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, risk of electrical shock, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually loud.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities that allow for a moderate amount of diversity in the performance of tasks that require somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; talk or hear; frequently required to sit, reach with hands and arms; occasionally required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee

must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

## **ADDITIONAL INFORMATION**

Knowledge of:

- Principles, practices, methods, materials, terminology, and tools and equipment associated with public works projects and activities
- Applicable federal, state, and city laws, codes, and regulations, including safety regulations and procedures
- Leadership principles and methods, including setting goals, supervising work, training, coaching, and employee relations in accordance with state and federal laws, and City policies and procedures
- Work planning, organization, and scheduling techniques
- Modern office procedures, methods, and equipment

Ability to:

- Lead, coach, monitor, and motivate crew
- Learn and use safe working practices related to the job site, including for the public
- Schedule and assign the work of others
- Respond appropriately to questions and concerns from co-workers, crew, and the public
- Communicate clearly and concisely, both orally and in writing
- Prepare written reports and maintain an efficient record-keeping system
- Instruct and oversee others in the safe and effective use of tools and equipment used on the job site
- Perform measurement and arithmetic computations including multiplication, division, fractions, decimals and conversions
- Establish and maintain effective working relationships with those contacted in the course of work
- Schedule work by setting priorities, and adapting to changes
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Meet the physical requirements necessary to perform required duties in a safe and effective manner

## **Education and Experience:**

**Education:** High school diploma or equivalent

**Experience:** Three years of experience in the Public Works activity assigned (Animal Welfare, Building Maintenance, Fleet Maintenance, Sanitation, or Streets and Drainage Maintenance).

## **License or Certificate:**

- Possession of or ability to obtain a valid Oklahoma driver's license
- Possession of or ability to obtain a valid Oklahoma CDL may be required

Depending on the division assigned, additional licensing or certifications may be required and will be listed on vacancy notices:

- Possession of or ability to obtain a valid Commercial Driver's License (CDL) Class C, Class B, or Class A (with air brake endorsement)
- Valid State of Oklahoma Department of Environmental Quality (ODEQ) Class C Operator, Water, Wastewater License (Line Maintenance and Water Reclamation)
- ATSSA or OTEA Work Zone Certification
- Valid State of Oklahoma Department of Agriculture Certified Pesticide Applicator's License in Ornamental and Turf Outdoor and Public Health. (Park Maintenance and Golf Course)

## **ENVIRONMENTAL CONDITIONS**

Depending on the division assigned, environmental conditions may include:

Work in an office and/or field environment; computer screens; occasional unusual fatigue factors; working with others and alone; exposure to potentially hazardous conditions and situations which could include slippery or uneven surfaces, confined space, water, working below ground level, ladders, scaffolds, and working with firearms or being subject to possible physical attack from vicious animals.

## **PHYSICAL ACTIVITIES**

Essential functions require maintaining physical condition necessary for sitting, walking, or standing for prolonged periods of time; physical and manual dexterity required to perform the duties of the position; some heavy lifting and/or carrying, and straight pulling and pushing; must be able to operate motorized equipment and assigned vehicle(s); visual and auditory acuity required.

Employee must lift, push, and pull objects weighing up to 100 pounds with or without mechanical assistance, and up to 240 pounds with mechanical assistance, such as manhole covers, cement bags, jackhammers, and sections of pipe.

Employee must have body flexibility to bend, twist, or reach out when performing duties in cramped, awkward, or straining positions.

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day.

Employee works outside driving a City vehicle, sometimes up to 6 hours in an 8-hour workday. Employees must tolerate climbing in and out of a vehicle throughout that time, sitting in the vehicle, and a working environment with outside ambient temperatures, including excessive heat and cold, and precipitation.

Employee periodically works in a City building at a workstation. Employee must tolerate working environment with inside controlled temperature.