

Crew Leader – Public Utilities

Public Services

Reports to: Utilities Manager

Pay- \$17.00-\$25.50
Based on experience & knowledge

FLSA Status: Non-Exempt
Date: February 11, 2025

JOB SUMMARY

This position is responsible for supervising and participating in the work of an assigned crew water maintenance personnel.

ESSENTIAL FUNCTIONS

- Enforces safe work procedures; ensures the establishment of safe work zones; and reports safety hazards to Supervisor.
- Performs daily safety check of equipment; ensures vehicle and equipment maintenance and cleaning; and reports mechanical or other defects to Supervisor.
- Directs the work of crew personnel; ensures compliance with department policies and procedures; and mentors/trains Maintenance Technicians I, II, and III, Heavy Truck Drivers, and Equipment Operators to a level of proficiency, as well as employees in other roles.
- Operates a variety of tools and equipment, including bobcats, excavators, tractors, backhoes, dump trucks, etc.
- Supervises and participates in the removal, installation, repair, and maintenance of pipes.
- Supervises and participates in the maintenance of detention ponds.
- Supervises and participates in the excavation and maintenance of ditches.
- Grades and pours concrete.
- Grades and installs new rock retaining walls.
- Frames and pours concrete lids and headwalls.
- Locates underground utilities.
- Transports tools and equipment to job sites.
- Maintains tool and supply inventory.
- Cuts and removes trees; trims shrubbery; removes brush; and sweeps streets.

- Responds to after-hours and weather-related emergencies.
- Assists with special City events and special projects.
- Prepares required reports.
- Must attend specialized training, including safety training, as required by management.
- Responds in a courteous, timely, and effective manner to the expressed needs, concerns, and expectations of the City's residents and other customers, both internal and external to the City.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of City policies and procedures.
- Knowledge of the City's drainage infrastructure.
- Knowledge of storm water maintenance and repair principles.
- Knowledge of safe work policies and procedures.
- Knowledge of equipment operation and maintenance principles.
- Knowledge of computers and job-related software programs.
- Skill in the use of construction equipment, including dump truck, backhoe, etc.
- Skill in the use of hand and power tools.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to work cooperatively and collaboratively in a workplace of dignity and respect.

SUPERVISORY CONTROLS

The Crew Leader assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include traffic laws, safety standards, erosion control guidelines, and City and department policies and procedures. These guidelines are generally clear and specific but may require some

interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related supervisory and storm water maintenance duties. Inclement weather and heavy traffic contribute to the complexity of the position.
- The purpose of this position is to supervise and participate in the work of an assigned crew of water maintenance personnel. Successful performance contributes to a well-maintained and efficient storm water management system.

CONTACTS

- Contacts are typically with coworkers, vendors, and the general public.
- Contacts are typically to exchange information, motivate people, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and occasionally heavy objects and uses tools or equipment requiring a high degree of dexterity.
- The work is performed outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over an assigned crew of personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency are commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

The qualifications listed above represent the credentials necessary to perform the essential functions of this position. To be successful in this position, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

PLEASE NOTE:

1. All inquiries and applications should be obtained from the Cornelia City Hall, 181 Larkin Street, Cornelia, GA 30531 or through our website www.cornelia.city
2. Current employees wishing to apply for a transfer are expected to complete an application and will be notified by Human Resources if chosen for an interview.
3. Must be able to pass a background check, and drug/alcohol screen. The City of Cornelia is an Equal Opportunity Employer.
4. This class specifications should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

An application must be submitted, even if a resume is included.

Applications may be submitted to Cornelia City Hall or emailed to Human Resources at lcannon@cornelia.city