

**CITY OF GRAND HAVEN
JOB DESCRIPTION**

CREW LEADER

Supervised By: Streets & Utilities Manager and Facilities & Grounds Manager
Supervises: Assigned employees of the Public Works department
FLSA: Non-Exempt

Position Summary:

Under general supervision of the Streets & Utilities Manager and Facilities & Grounds Manager, coordinates, supervises, and assists in planning the work activities of assigned area including Streets, Utilities, Grounds, Facilities, and Motor Pool. Oversees and performs general and skilled labor in support of a wide range of maintenance and repair projects of assigned area. Assists with training and directing assigned employees and provides day-to-day oversight and guidance on department activities.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists with planning, organizing, and coordinating the day-to-day activities of assigned area(s) within the Public Works department, including Streets, Utilities, Grounds, Facilities, and Motor Pool. Assigns work, supervises assigned staff, provides training and direction, and provides input to performance evaluations.
2. Assists in prioritizing work and preparing work schedules for work crews. Organizes materials and employees to achieve established work priorities and completes assigned projects. Assesses project progress, inspects for work quality, and keeps assigned Manager informed of project status and performance issues. Reviews daily timesheets and other work records for completeness and accuracy.
3. Oversees and performs the work of subordinate staff. Provides technical advice and assistance to assigned staff on difficult or unusual activities.
4. Assists in researching and preparing bid requests for service providers and suppliers. Reviews bids and makes recommendations on vendors and contractors. Provides oversight of contractors performing construction, repairs, maintenance, and other related services for the City.
5. Monitors inventories of supplies, equipment, and materials and places replacement orders according to established purchasing procedures. Provides input on budget recommendations as requested.
6. Supervises and participates in the operation of vehicles, trucks, and equipment of various sizes and weights such as backhoe, loader, grader, sweeper, blade truck, bucket truck, dump truck, tractor, mower, blower, chipper, sewer jet, pipe pusher, Vac-Con, and others. Hauls, loads and unloads materials, supplies, and debris associated with streets, utilities, and parks projects.

7. Supervises and participates in basic preventative maintenance and repairs on a variety of equipment and tools including cleaning, greasing, and oiling. Records activities according to established procedures.
8. Adheres to and trains assigned staff on all applicable safety procedures while operating equipment and tools, working with chemicals or electrical sources, accessing confined spaces, and while working in other dangerous situations. Participates in safety training as necessary.
9. Responds to public inquiries constructively and refers complaints or complex issues to the appropriate Manager. Represents the department in a positive manner.
10. Maintains records, project performance reports, materials usage, and maintenance and repair records. Attends meetings, performs research, submits reports, and recommends policies and procedures as requested.
11. Attends training programs and seminars to obtain continuing education credits necessary to maintain the appropriate licensing requirements of the City.
12. Responds to public works emergency situations. May be required to work outside of normal business hours in the event of an emergency or during snow season.
13. Performs other related work as required.

Depending on area assigned, also performs the following duties:

1. Oversees and participates in grounds, parks, cemetery, and beach front maintenance activities including mowing, edging, planting, fertilizing, litter and trash removal, tree trimming and removal, digging and filling graves, storm clean-up, irrigation system maintenance, and other tasks as required.
2. Oversees and participates in planting, transplanting, trimming, and spraying trees, shrubs, flowers, and other landscaping needs. Assists the Manager in the annual tree inspection program to determine if trees need to be removed or trimmed. Assists in locating new locations for planting.
3. Oversees and participates in the cemetery maintenance and operations. Works with monument companies on foundation and plaque installations. Coordinates disinterment's as needed.
4. Oversees and participates in the construction, repair, and maintenance of City streets, sidewalks, medians, curbs, gutters, storm sewers, manholes, and related areas. Maintains City-owned street lighting systems.
5. Develops traffic control plans for road construction projects and prepares invoices for road and right-of-way repairs. Designs and builds custom signs using specific software programs.
6. Oversees and participates in snow removal, salt and sand applications on City streets and sidewalks, municipal drives and parking lots, and the cemetery.
7. Oversees and participates in routine maintenance, repair, and construction projects related to City buildings, facilities, and marina including painting, carpentry, plumbing, mechanical, and electrical projects.

8. Oversees and participates in work related to roofs, boilers, air handling units, emergency generators, water wells and softeners, and other related implements.
9. Oversees and participates in special projects such as spring clean-up, winter preparations, festival set up and tear down, holiday decoration placement and removal, parades, elections, and other events or activities.
10. Oversees and participates in the installation, maintenance, and repair of water and sewer mains, pump and lift stations, water services, fire hydrants, meters, fittings, and other similar projects to ensure proper operations. Utilizes sewer cameras and imports data to GIS systems.
11. Oversees and participates in the construction, repair, and maintenance of City sewer lines, storm drains, catch basins, and related areas. Responds to water main breaks and other utility repair tasks as necessary according to established procedures.
12. Oversees and participates in changing water meters, responding to meter service requests, and installing remote reading devices.
13. Oversees and performs routine and skilled equipment maintenance and repair work on gasoline and diesel engines, emergency vehicles, hydraulic and electrical systems, transmissions, brakes, drive trains, cooling systems, and other components.
14. Oversees and carries out the preventative maintenance schedules for all vehicles and equipment. Inspects and maintains equipment replacement schedule. Fabricates and modifies equipment to meet department needs.
15. Oversees and participates in the diagnosis of malfunctions in vehicles and equipment using diagnostic equipment and standard methods of mechanics. Disassembles, inspects and tests mechanical and electrical components to identify needed repairs. Repairs or replaces parts and components to ensure proper equipment performance.
16. Oversees and performs other related work of assigned employees.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A high school diploma or equivalent is required. Additional education and/or training in a related field preferred.
- Five or more years of experience performing general or semi-skilled labor in public works, utilities, general maintenance, mechanical work, or related field is required.
- State of Michigan Commercial Driver's License (CDL) with the ability to obtain the appropriate endorsement(s), a satisfactory driving record, and the ability to maintain one throughout employment is required.
- If assigned to Streets, Utilities, Grounds, or Facilities, the ability to obtain State of Michigan DEQ S-4 within 6 months of hire and remain certified throughout employment is required. Higher level certification preferred if assigned to Utilities.

- If assigned to Grounds or Facilities, the ability to obtain an Aerial Work Platform Permit is required.
- If assigned to Motor Pool, certification as an Emergency Vehicle Technician and Motor Vehicle Air Conditioning Technician is required. Other mechanical licenses with certification(s) appropriate to the City's fleet is preferred.
- Other certifications, permits, and licenses related to assigned division preferred.
- Depending on area assigned, thorough knowledge of the methods, procedures, and tasks associated with construction projects, infrastructure systems repair and maintenance, building and grounds repair and maintenance, motor pool maintenance and repairs, and cemetery and marina operations.
- Depending on area assigned, thorough knowledge of public works operations, best practices, and policies and procedures within the Streets, Utilities, Grounds, Facilities, and Motor Pool divisions.
- Knowledge of the safety issues, regulations, and procedures utilized in public works operations.
- Skill in the use of public services vehicles, light and heavy equipment, and tools and related implements used in public works operations.
- Skill in performing and directing construction, maintenance, repair, and emergency public works projects.
- Skill in leading, motivating, delegating, and evaluating the work of others.
- Skill in the use of office equipment and technology, including computers and a variety of related software, and the ability to master new technologies.
- Ability to perform safety and sensitive tasks, complete preventative maintenance and repairs, and operate tools and equipment effectively and with attention to detail.
- Ability to read and interpret drawings and specifications and solve mechanical, operational, or analytical problems related to assigned area.
- Ability to accurately log and record information and complete and maintain accurate reports and records.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to exercise a high degree of diplomacy and work effectively under stress in emergency and confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.

- Ability to work outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to travel to various locations within the City and work outdoors, including visiting construction sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with engineering projects and construction sites.

If assigned to the Motor Pool division, the employee spends the majority of their time in a public works garage performing vehicle and equipment maintenance and repairs which typically involves moderate physical activity and exertion including heavy lifting, fumes, dust, chemicals and other hazardous materials, loud machinery and equipment, and other dangers associated with mechanical projects.

An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above, observe and inspect work in progress, and operate vehicles, hand and power tools, and heavy equipment. The employee is occasionally exposed to adverse weather conditions, loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment ranges from quiet to loud.

While performing the duties of this job, the employee is frequently required to communicate with others in person, by telephone, email, and through a two-way radio. The employee must regularly lift and/or move items of moderate to heavy weight.