

POSITION DESCRIPTION

Class Title: Crew Chief (Job Class Code: 3061)
Division: Parks & Recreation
Department: Parks & Recreation

Effective Date: July 1, 2021
Pay Grade:
FLSA Status: NE

GENERAL PURPOSE

Performs a variety of administrative, supervisory and semi-skilled tasks in the maintenance and operation of buildings, grounds, parks, open spaces, and recreation structures.

SUPERVISION RECEIVED

Works under the general supervision of the Senior Crew Chief, Assistant Director, or the Director of Parks and Recreation.

SUPERVISION EXERCISED

Supervises maintenance workers, assigned community service workers, and temporary employees as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assures that assigned areas of responsibility are performed within budget to assure sound fiscal control; provides input for annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time; prepares and maintains daily, monthly, and annual reports and records, as assigned.
2. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations; assigns, supervises and evaluates maintenance workers, temporary employees, or community service workers.
3. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures; provides necessary supervision, direction, and assistance to crews at work sites; maintains harmony among workers and resolves grievances; enforces policies, regulations, safety and health standards.
4. Determines, calculates and secures the appropriate materials and supplies for a specific project; assists in projecting needs for equipment, materials and supplies. Assists in the preparation of specifications, estimates, and bids for machinery, equipment, and contractor services.
5. Inspects park and open space services provided by contractors or vendors for compliance with performance standards.
6. Assures that tools and equipment are properly maintained and kept in proper working condition.
7. Responds to public inquiries; provides information within scope of knowledge and position.
8. Oversees and coordinates athletic field maintenance and preparation. Coordinates usage and maintenance schedules of athletic fields and facilities.

9. Oversees and assists in the maintenance of facilities, building and park security, parks and open space areas such as baseball and soccer fields; oversees and assists in the maintenance of tennis courts and nets; oversees and assists in the maintenance of sprinkler systems and the repair and installation of sprinkler lines and heads; oversees the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the City's parks and open spaces.
10. Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for use; opens and closes, locks and unlocks City facilities as needed.
11. Assists in the construction of new parks facilities, including clearing, grading, drainage, and foundation work; operates tractors, mowers, jack hammers, welders, trucks, steam cleaners, buffers, washers, and other listed equipment as needed.
12. Performs some or all of the duties of a Maintenance Technician as required.
13. Assists with any other job related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from high school or GED equivalent, and
2. Three years experience in repair and maintenance work, preferably in facilities/parks, or
3. Any equivalent combination of education and experience that provides the required knowledge, skills and abilities and demonstrates the ability to successfully perform the job.

Necessary Knowledge, Skills and Abilities:

1. Considerable knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Working knowledge of first aid and applicable safety precautions.
2. Skill in the operation of listed tools and equipment.
3. Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand, follow, and transmit written and oral instructions; Ability to establish effective working relationships with employees, supervisors, and the public.

SPECIAL REQUIREMENTS

Valid state driver's License or ability to obtain one. An Herbicide applicator's license and Commercial Driver's License endorsement are desirable.

TOOLS AND EQUIPMENT USED

Pickup truck and 15 passenger van; lawn and landscaping equipment, including tractors, mowers, airifier, chain saw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, hydro-washer, burnisher, scrubber, duplexer, scaffolding, carpentry, painting, plumbing, electrical, and cement finishing work; pumps, boiler, valves, filtration devices, gauges, etc.

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

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 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.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:


Civil Service Director

Approval:


Department Director