City of Bradenton
Job Descriptions

Job Title: Crew Chief

Date Prepared:	June 1, 2015
Department/Location:	Public Works & Utilities – Engineering Section – Facilities divisions
FLSA Status:	Non-exempt
Bargaining Unit:	AFSCME
Classification:	Essential: This position is an Essential classification and will require employee to report to duty after a hurricane or emergency.
Schedule:	This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.
Supervision Exercised:	Technical staff
Supervision Received:	Supervisor or Superintendent

General Purpose of the Position: This is an entry-level leadership position that provides first-line oversight of skilled and unskilled laborers. The Crew Chief is a "working leader" who performs tasks similar to his/her crew members. Supervises crew members assigned to a variety of activities in support of the city's facilities infrastructure and operations; oversees various installation, repair and maintenance activities; ensures the integrity of the systems for the protection of public health.

Essential Duties and Responsibilities:

- Performs any and all duties and responsibilities of crew members when appropriate.
- Organizes and oversees field crew operations.
- Interprets general work instructions into specific work assignments; reviews the work of crew members to ensure quality and completeness.
- Schedules work and instruct crew members in methods and practices.
- Ensures that vehicles, equipment, supplies, and materials are available to complete work.
- Ensures assigned equipment/vehicles are maintained, secure and safe at all times. Relays timely reports on equipment/vehicle condition to Supervisor (or Superintendent).
- Inspects work areas to ensure that tasks are completed in a timely manner.
- Answers inquiries from crew members; relays information from management.
- Monitors and reports on employee safety practices.
- Notifies Supervisor (or Superintendent) of operational and personnel issues.
- Makes hiring and discipline recommendations to Supervisor (or Superintendent).
- First-line representative to the public; routine customer service authority (within standard department guidelines); authority to interact with satisfied customers.
- Performs other duties as assigned.

Skills and Physical Abilities Required:

- Knowledge of field maintenance methods and procedures, inspection practices or procedures, skilled trade and related activities.
- Knowledge of departmental procedures and policies.
- Plan, assign, and coordinate the work of employees engaged in complex activities, field inspection work, or skilled trades.
- Make decisions based on governing laws and regulations; explain policies to crew members.
- Make composite detailed reports based on individual reports of crew members.
- Ability to provide, as appropriate, those skills and physical abilities expected of crew members.
- Ability to work in close, confined spaces, walk, stand, stoop, kneel, crouch, or crawl, talk, hear, reach above shoulders, work overhead on ladders and platforms, use fingers and hands with dexterity, and feel and reach with hands and arms.
- Ability to lift up to 50 pounds and occasionally lift up to 80 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

Equipment Used: Computer, cell phone, telephone, radio. Non-CDL vehicles and light equipment, including all tools and equipment of the trades to be supervised. If necessary and upon pre-approval by management, incumbent may operate CDL-class vehicles if properly licensed. Safety equipment and training are provided.

Education and Experience Required: High school diploma or GED equivalent. Good driving record and valid Florida driver's license. Vocational training/certification and at least five (5) years of experience within the field of facilities maintenance.

Environmental Conditions: Work is primarily performed outside in varying and extreme weather conditions for extended periods of time where employees are exposed to excessively loud noises from construction equipment, exposure to live sewer systems, human debris, drug paraphernalia, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals and pesticides. Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time. Occasional exposure to slippery and/or uneven surfaces; heights above twenty (20) feet; below ground level, with feet, legs and/or hands in water. Occasional exposure to confined spaces. Subject to 24-hour call back for emergency conditions. Appropriate training and safety equipment will be provided for all conditions.

Commercial Driver License (CDL): A Commercial Driver License (CDL) is not required for this position. However, if necessary and upon pre-approval by management, incumbent may be assigned to operate CDL-class vehicles.

Pay Grade: 111 **Salary Range: Minimum:** $13.85/hour **Maximum:** $20.78/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approved:
Department Director_____ **Date** 12-29-16

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Human Resource ~~Director~~ Manager _____ **Date** 1/17/17
*Updated Dec 2015
**Updated Jun 2016