



CREW LEADER – PAVEMENT/SIGNS/SEWERS

JOB DESCRIPTION

Department: Public Works	Division: Operations
Work Location: Public Works Building	Percent Time: 100%
Job Type: Civil Service	FLSA Status: Non-exempt
Reports To: Operations Supervisor	Union: AFSCME

JOB SUMMARY

Responsible for overseeing the work of full-time, part time, and seasonal workers; organizing work sites; obtaining materials for job sites, and maintaining inventories and equipment.

The Crew Leader, when assigned to the Pavement section, will be responsible for overseeing the work of staff in the checking, repair, and maintenance of City streets, curbs, gutters, sidewalks, accessible ramps, and equipment; identifying and repairing problems in said systems, and assisting with the planning and coordinating of construction projects, snow removal, and special events.

The Crew Leader, when assigned to the Sewers & Signs section, will be responsible for overseeing the work of staff in the checking, repair, and maintenance of City sanitary sewer, storm sewer and storm water drainage systems and equipment; identifying and repairing problems in said systems; assisting in the planning and coordinating of sewer and sign projects, snow removal, and special events.

Distinguishing Characteristics: Under general supervision of the Operations Supervisor, the Crew Leader oversees the work of Pavement, Sign, and Sewer crews, including Maintenance Workers and Equipment Operators, as well as project schedules and work plans. Incumbents in this class operate as senior-level employees on their respective crews and exercise proficiency, independent judgment, initiative, as well as provide leadership in the absence of a Supervisor. Advancement to the Crew Leader position is based on meeting minimum qualifications, satisfactory job performance, and position availability.

ESSENTIAL FUNCTIONS

- Receives work orders from the Operations Supervisor and/or generates work orders with the approval of the Operations Supervisor; inputs field records in work order system of work performed.
- Oversees the work of pavement, sign, and/or sewer crews, including full-time, part-time, and seasonal employees; coordinates and checks daily work progress; assists with training as required; provides feedback to supervisor for evaluations.

Crew Leader – Pavement/Signs/Sewers

City of Urbana

- Coordinates daily work plans for the respective section employees; coordinates with other Operations Supervisors, the Deputy Director for PW Operations, and other divisions and departments.
- Assists in organizing work projects and assigns employees, equipment, and materials; orients staff to project, work sites, and daily work plans.
- Assists supervisor with inspecting future work areas and layout of actual work sites when required.
- Responds to emergency call-backs after normal working hours.
- Responds to and assists in the resolution of citizen concerns.
- Purchases materials for work projects at defined limits; reports on inventories on materials purchases for projects.
- Reports all job related injuries and accidents.
- Assists in Public Works project planning and coordinating as necessary.
- Provides guidance and leadership in absence of Supervisor.
- Assists supervisor with tracking of work in work order system.
- Coordinates daily activities of assigned crew.
- Serve as emergency on call during assigned weeks each year
- Performs other related duties as assigned.

When assigned to the Pavement section, responsible for overseeing and participating in:

- Repairing asphalt streets and alleys by asphalt patching, crack sealing, spray patching and grading.
- Repairing concrete streets and sidewalks.
- Excavating ditch lines and streets using end-loader, backhoe, and motor-grader.
- Hauling and dumping trash; grinding stumps using wood chipper; picking up leaves using dump truck.
- Assisting concrete crew in all phases of project work as required.
- Removing, setting forms, pouring, and finishing concrete for street, sidewalks, curbs, gutters, and ADA ramps.
- Repairing brick sidewalks.
- Repairing storm and sanitary sewer pipes and manholes.

When assigned to the Sewers & Signs section, will be responsible for overseeing and participating in:

- Assisting sewer personnel in all phases of project work required.
- Mowing grass using hand and riding lawn movers, bush hog and edger.
- Sweeping City streets using mechanical street sweeper.
- Installing of traffic control devices and lane markings according to the Manual on Uniform Traffic Control Devices (MUTCD) Standards.

City of Urbana

- Checking and cleaning sewers; televising sanitary sewers and storm sewers.
- Organizing routine debris removal from storm and sanitary sewers.
- Inspecting sanitary and storm sewer systems in response to routine citizen reports of problems.

This information is intended to be descriptive of the key responsibilities of the position. These examples do not identify all duties performed by any single incumbent.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Knowledge and skills typically acquired through graduation from high school
- Five (5) years of work experience in a Public Works construction-related field; three of those years must include experience as an Equipment Operator II or equivalent professional, journey-level construction-related experience.

PREFERRED QUALIFICATIONS

- Demonstrated experience in any of the categories of concrete construction or repair, asphalt construction or repair, and/or construction or repair involving other pavement types where the work performed was the primary occupation of the applicant.
- Knowledge of occupational hazards and safety precautions necessary regarding the construction trade and City and State codes regarding Public Works construction regulations.
- Knowledge of sewer construction or repair.
- Completion of relevant supervisory/field training, e.g., APWA Roads Scholar Program or training with similar content and coursework.
- Demonstrated professional experience in any of the categories of sewer construction or repair, sewer cleaning and televising, traffic control devices and pavement marking installation and maintenance and street sweeping methods and or procedures where the work performed was the primary occupation of the applicant.
- Demonstrated knowledge of occupational hazards and safety precautions necessary regarding the construction trade and the maintenance, repair, and installation of sanitary and storm sewer systems.

Knowledge of

- Demonstrated knowledge of standard practices, materials, tools, and equipment used in Public Works construction (including concrete saw, hand-saws, basic hand tools, levels, asphalt rigs, floats, hand-floats, skill saws, hand-sprayers, hand-held radios, calculators, computers, and such heavy equipment as end-loaders, back-hoes, dump trucks, sweepers, rollers, tile probes, air compressors, chipping hammers, tile cutters, sewer ventilators, air monitors, trenching and shoring equipment, plate compactors, air hammers, vactors, sewer televising unit, motor-

Crew Leader – Pavement/Signs/Sewers

City of Urbana

graders, tar pots, oil distributors, snow removal equipment, paint machines, grinders, and heat machines) and general public works maintenance and repair.

- Knowledge of federal, state, and City Public Works construction and safety regulations.
- Knowledge of Manual on Uniform Traffic Control Devices (MUTCD)

Skills

- Basic algebra and accounting skills
- Skill in the use and maintenance of manual and heavy equipment used in construction
- Oral and written communication skills

Ability to

- Effectively oversee the work of Equipment Operators, Maintenance Workers, and seasonal employees.
- Ensure accuracy of work performed and materials used by the overseen employees
- Comply with safety and construction standards and codes accepted by the City.
- Monitor progress of work performed and adhere to work project schedules.
- Safely operate City vehicles and equipment.
- Read and interpret work assigned through written and verbal instructions.
- Perform tasks under adverse weather conditions.
- Operate heavy equipment (rubber tired and track driven) including but not limited to streets sweeper, crawler loader, front endloader, skid steer loader, wood chipper compost turner, tub grinder, hydraulic log splitter, large chain saws, backhoe, and road grader.
- Adapt to and learn to operate additional rented equipment, including but not limited to tubgrinder, trommel compost screener, earth-work equipment and various loader attachments as assigned.
- Operate technical instruments and record data for compost monitoring process.
- Communicate effectively and clearly, both verbally and in writing.
- Establish and maintain effective working relationships with City staff and the general public.
- Lift objects weighing up to 75 pounds.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must possess or obtain within six (6) months of employment a valid State of Illinois Class B Commercial Driver's License (CDL) with Air Brake endorsement and have a safe driving record.

SECURITY LEVEL

- Level CDL: Must demonstrate the ability to perform safety-sensitive functions in accordance with federal requirements.

City of Urbana

- Level PHYS: Must demonstrate the ability to perform essential functions that require physical agility as noted in the job description, with or without reasonable accommodations.

Job Dimensions

SPECIAL REQUIREMENTS

- Employees in this classification are designated as Emergency/Essential and may be required to work overtime with little or no advance notice. Employees in this classification are subject to standby duty for after-hours emergencies on a rotating basis for a minimum of four (4) weeks per year (July –June).
- The incumbent has considerable ongoing responsibility for public safety, as characterized by regularly scheduled duties including: 1) dealing with emergencies that directly affect the safety of the public, and 2) operating equipment or machines for which the consequences of operator error include significant property damage and/or threaten serious injury to self or others.

Contacts

- Frequent contact with general public, other public works departments, and other City departments.
- Regular contact with manufacturers and local suppliers to discuss and obtain materials for construction projects.
- Occasional contact with other private or government safety organizations.
- Contact occurs with vendors, utilities, contractors, other municipalities and organizations, and the public.

Supervision received

- This position works under the general supervision of the Operations Supervisor.

Level and complexity of supervision exercised

- This position is not responsible for supervising any staff positions but is responsible for overseeing the work of Equipment Operators, Maintenance Workers, and seasonal employees.

Physical Demands and Working Conditions

The work environment involves potential high risk and/or stress due to exposure to dangerous situations, hazardous materials, and/or unusual environmental stress from working in high-risk situations and/or high noise levels, poor ventilation, and/or extremes of heat or cold. Protective gear and/or special equipment is normally required.

Work requires considerable and strenuous physical exertion such as climbing ladders, frequent lifting of objects over 50 pounds, crawling or crouching in restricted areas. Occasional lifting of heavy objects weighing 75 pounds or more is required. The work environment and physical demands may include: making precise arm-hand positioning movements; lifting arms above shoulder level; working in small,

cramped areas, (e.g., equipment enclosures, etc.); climbing ladders or steps to reach work areas; remaining in a standing position for extended periods of time; working outside year-round in a variety of weather conditions with exposure to the outdoor elements; moving heavy objects long distances (more than 20 feet); traveling across rough, uneven, or rocky surfaces; lifting heavy objects up to 75 lbs.; using power tools and hand tools; climbing stairways, ladders, and work on elevated structures; working in a stationary position for considerable periods of time (i.e., kneeling, standing, and sitting); extensive reading and close vision work (reading blueprint and diagrams); exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.; exposure to hazards of falls, noise, equipment operation, etc.; and may require working extended hours (employees are assigned stand-by shifts outside their normal work shift and may be called for emergencies).

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

Hearing: Hear in the normal audio range with or without correction.

The physical demands and work environment characteristics described herein 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.

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.

Class Specification History

New class: July 6, 2022

General revision:

Revised minimum qualifications:

Revised definition, minimum qualifications, and add distinguishing characteristics:

Revised minimum qualifications:

Revised definition and distinguishing characteristics:

New class code:

For HR/Finance Use

Job Class Code	Pay Grade
EEO Category	LVL