



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Crew Supervisor - Streets	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Streets Superintendent	GRADE/RANK: Grade 14
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs difficult skilled maintenance, repair and/or construction work. Does related work as required which is performed under regular supervision. Supervision is exercised over large work crews.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Assigns and supervises the work of unskilled, semi-skilled workers and equipment operators in the repair, maintenance and construction of storm sewers, sidewalks and streets;
- Maintains right-of-way;
- Assists with leaf collection, and heavy trash collection;
- Discusses job requirements with and receives detailed instructions from superintendent;
- Inspects work in progress to assure conformance with instructions of City standards by City crews and outside contractors;
- Assists superintendent in preparation of annual budget and identifies requirements;
- Requisitions necessary equipment and materials;

- Maintains time and material records and uses computers for maintaining and recording records;
- Prepares work reports on a daily basis for State reimbursement and other work related information;
- Trains and instructs subordinates in the repair and maintenance of streets, sidewalks, and storm sewers;
- Trains employees in the operation of equipment used in the street department;
- Makes and adjust work assignments for injured personnel;
- May assist utility crews with the maintenance and repair of water/sewer lines;
- Attends regularly scheduled supervisor environmental and safety committee meetings;
- Holds regular safety meetings with crews;
- Maintains time and material records and uses computer for maintaining records and data for recurring maintenance items as well as record of repairs on established spread sheets;
- Organizes and manages snow and ice removal operations;
- Fills in for the Street Superintendent during his absence and up channels all information to the Director of Public Works and;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of municipal repair and maintenance practices in the area assigned;
- Knowledge of the occupational hazards and safety precautions of the work;
- Ability to assign and supervise the work of others;
- Ability to prepare reports;
- Basic computer skills and;
- Provides updates in the form of computerized database information.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and extensive experience in semi-skilled maintenance or construction work, some of which shall have been in a supervisory position.

SPECIAL REQUIREMENTS:

Possession of valid driver's license with good driving record and CDL Class B license with tanker endorsement. Must work in adverse weather conditions. Must be willing to work nights, week-ends and holidays if inclement weather or other adverse conditions require the clearing or work on streets etc. Will be on call on a rotational basis to respond to emergency work requirements. Individual is subject to random drug testing.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is physical work requiring the exertion of up to 25 pounds of force frequently to move and load objects, and some heavy work requiring the exertion of up to 75 pounds of force occasionally. Work requires frequent bending, squatting, kneeling, climbing, and reaching above shoulders. Work requires frequent repetitive tasks using gross and fine motor skills for hands and feet (depressing levers, operating clutch etc.) Vocal communication and hearing is required for expressing or exchanging information and instructions by means of the spoken word; visual acuity is required for operation of machines, observing surroundings and activities and ensuring safe traffic conditions. The work is subject to adverse environmental conditions including extreme cold and extreme heat, noise, vibrations, hazards etc.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Assigns job assignments, allocates equipment, materials to assigned street crew, and assures compliance with OSHA, MUTCD, DEQ, and erosion & sedimentation control for the crew and crew activities. Performs annual evaluations of crewmembers using City Performance and Evaluation Form.

EXAMPLES OF EXPECTED DECISION MAKING:

Prioritizing work for scheduling, assigning manpower, equipment resources, and material; using the personnel disciplinary policy for counseling employees and up channeling more serious offenses to the Superintendent and Director. Makes job assignments for the workday.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Crew Supervisor - Streets will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019