

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: CREW CHIEF (FOREMAN)

FLSA Status: Nonexempt

GENERAL CLASS DESCRIPTION: Positions in this classification supervise assigned crews of laborers and equipment operators who are engaged in route collections of refuse, recycled materials, leaf and yard wastes as well as snow removal from streets, parking areas and sidewalks plus grounds maintenance activities. Assigns and oversees the work of crews. Provides guidance and reviews completed work. Reports to the Public Works Supervisor.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Assigns and supervises the work of crews engaged in manual labor; grounds keeping; trash/leaf/snow removal duties or other related maintenance work. Ensures crews follow safety procedures by enforcing safety rules and regulations at all job sites and activities.
- Reviews work orders; and schedules and assigns crews according to needs, available resources and priorities of work orders.
- Completes records and reports of work performed, materials used, and crew activities.
- Reviews the work performed by crews, ensures quality of work and that work order requests are fulfilled.
- Provides direction, guidance and training to crews. Evaluates employees' performance, completing written evaluations are required.
- Engages in work of crew as workload, and staffing needs demand; requiring the operation of a variety of on and off road motorized vehicles and equipment and the performance of manual and semi-skilled labor.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- General knowledge of the procedures and techniques for performing trash/refuse/and snow removal; leaf and recycling pickup, grounds maintenance, landscaping and manual labor.
- General knowledge of safety practices for lifting, and performing assigned maintenance work.
- General knowledge of the principles of assigning and reviewing work of subordinates.

Physical Requirements:

- Ability to perform manual labor and equipment operation; to use a variety of hand tools; and to lift and move heavy objects in trash removal and grounds/streets maintenance work.
- Ability to hear equipment and vehicle audio safety signals in traffic and job site situations.

- Ability to lift and move up to 75 lbs. with or without assistance and the ability to push and/or pull up to 150 lbs. with assistance.
- Ability to stoop, bend and kneel in the performance of manual labor and equipment operation.

Language Ability & Interpersonal Communications:

- Ability read and prepare work orders, vehicle maintenance reports and work schedules and routes.
- Ability to read, interpret and follow street maps.
- Ability to communicate effectively with citizens inquiring about maintenance operations.
- Ability to supervise staff.
- Ability to follow oral and written instructions; and to prepare records and reports of crew activities and completed jobs and ability to prepare written employee performance evaluations.

Environmental Adaptability

- Work is usually performed outdoors which requires ability to work in variable weather conditions that may include extremes of temperature and precipitation.

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from high school with 3 - 5 years of experience performing equipment operation, refuse route collections, various types of grounds maintenance activities and leading the work of other crew members; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Additional Requirements: Requires a valid Commercial Driver's License with airbrake endorsement.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.