

POSITION DESCRIPTION

Class Title: Crew Leader

Department: Community Labor

Grade: 54

Date: 11/17/15

GENERAL PURPOSE

Provides leadership to a prison work crew involved in various maintenance activities throughout the City and also operates the chipper.

SUPERVISION RECEIVED

Works under the general supervision of the Street Superintendent.

SUPERVISION EXERCISED

Exercises supervision over a prison work crew as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ensures that all rules and regulations concerning the use of prison labor are adhered to by themselves and by the prisoners.

Reports any violations of expected behavior to the Supervisor.

Operates the chipper.

Trains and/or assists the prisoners in the maintenance work performed, such as mowing, painting, picking up litter, moving furniture, etc...

Drives the passenger van to collect and return the prisoners; drives them around town to the various work sites.

Insures the proper maintenance of tools and equipment by supervising and participating in cleaning and checking equipment and tools after use.

Oversees the safety of assigned workers by instructing individuals in proper safety procedures and monitoring work in progress.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent;
- (B) Three (3) years of experience relating to repair and maintenance, including the operation of related maintenance equipment, or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of equipment, facilities, materials, methods and procedures used in maintenance operations; some knowledge of landscaping methods, techniques and materials.
- (B) Skill in operation of the listed tools and equipment.
- (C) Ability to guide, direct and motivate assigned employees; Ability to operate and maintain various equipment used in maintenance and repair; Ability to organize and supervise the activities of work crews; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS

A valid Oklahoma State Driver's license with a CDL endorsement, or ability to obtain one within twelve (12) months of employment date with a driving record acceptable to the City's insurance carrier.

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including a passenger van; common hand and power tools, shovels, wrenches, weedeater, mobile radio.

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 ADA disabilities to perform the essential functions.

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

Specific vision abilities required by this job include close vision, distance 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 ADA disabilities to perform the essential functions.

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

The noise level in the work environment is usually loud in field settings and moderately quiet in vehicle settings.

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: _____
Supervisor

Approval:
Personnel Director