

<b>Job Title: PUBLIC WORKS CREW CHIEF LEADER</b>	<b>FLSA: Non Exempt</b>	<b>Pay Level: \$14.00 - \$18.50</b>
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**PURPOSE:**

To actively support and uphold the City’s stated mission, vision, and core values. To perform the responsibilities of their position to the best of their ability. Performs a variety of administrative and Leadership duties related to the planning, organizing, coordinating and directing of various phases of citywide public works operations including construction, maintenance and repairs of water, roads, cemetery, parks, ice sheet, buildings and fleet maintenance.

**JOB SUMMARY:**

Works under broad policy guidance and direction of the Mayor and City Council in regards to the working function of the city business. Co-works with the planning and zoning, building safety and engineering departments.

**TYPICAL DUTIES:**

Supervises, manages and works with public crews; assigns crew to the tasks for each department and assists in the completion of tasks. Schedules workloads; and priorities of Public Works projects and tasks.

Purchasing and Bids: Coordinates with purchasing department for purchase of products; contacts equipment, chemical and other companies for their services, prices and product information.

Water: Supervises & assists in placement of pipe and water regulators, hydrants, water meters, pumps and chlorine tanks. Repairs broken water mains and services. Inspection of water lines and services.

Knowledge and use of Scada system. Implements & supervises all work zone safety procedures. Assists in GIS upgrades.

Streets: Operate lights equipment such as sweepers, mowers, rollers and tractors; operates heavy equipment such as dump trucks, spreaders, snowplows, backhoes etc. Performs hot & cold mix patching, storm drain cleaning, snow and ice control, gravel and asphalt street maintenance, does routine sign maintenance and maintenance of sidewalks.

Parks and Cemetery: Plants, cultivates and waters grass, trees, flowers; installs, repairs and winterize sprinkler systems; performs related beautification duties. Locates, prepares placement, fill and landscape of burial plots; maintenance of headstones, markers and benches.

Buildings: Schedules maintenance of city office, park shelters, town hall and shop structures including maintenance of heating and cooling systems; water and plumbing.

**MAINTENANCE AND INSPECTIONS OF EQUIPMENT:**

Supervises maintenance and inspection of vehicles, equipment and tools by proper lubrication, oil changes, belts, inspection of cooling systems, tire tread and air pressure.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or equivalent is required, plus (2) years of specialized training is provided through professionally sponsored workshops, seminars, on the job training or vocational college.

Considerable knowledge of operating heavy equipment and basic manual power tools; considerable knowledge of hazards and safety precautions associated with construction of water lines, streets and parks; considerable knowledge of the operation of a variety of light and heavy equipment such as rollers, backhoes, salt trucks, snowplows, tractors and mowers; would be helpful but not required. Ability to tolerate weather extremes in work environment; ability to communicate effectively verbally and in writing; ability to work effectively with fellow employees and the public.

**Special Qualifications:**

Must possess a valid Utah's class (B) driver's license.

Certification as a welder is desired but not required.

Must be able to lift 100 lbs.

Certified water distribution certificate level II is required.

**WORKING CONDITIONS:**

Tasks require a variety of physical activities, which may involve muscular strain, walking, standing, stooping, climbing, sitting and reaching; talking, hearing and seeing, or other effectively communication is essential to job performance. Mental application utilizes memory for details, emotional stability and discriminating thinking common to most job functions. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

	Date:
Employee Signature	Department: