



# BOONEVILLE

## MISSISSIPPI

**JOB TITLE: Crew Leader**

**DEPARTMENT: Street Department**

**FLSA: Non-Exempt**

**REPORTS TO: Street Department Supervisor**

**SUPERVISES: Maintenance Crew**

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### **POSITION SUMMARY**

The purpose of this position is to operate heavy equipment such as graders, dozers, loaders, and draglines in the maintenance of city streets, right of ways, and drainage ditches by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervise other personnel assisting on job site.
- Receives written work orders or verbal instructions from street supervisor.
- Interprets job orders to workers, and assigns duties.
- Inspects work areas to determine type of work required and materials and equipment to be used.
- Suggests changes in working conditions and use of equipment to increase efficiency of work crew.
- Spot check streets for routine maintenance needs.
- Mow street right of ways and related city maintained areas.
- Directs work in ditching and installing culverts and other drainage devices.

- Clean up debris on streets and roadways after storms or other natural disasters.
- Hauls rock to job sites.
- Spread gravel and lay paving material.
- Repairs streets and sidewalks with asphalt, cold patching materials, and concrete.
- Perform routine maintenance on equipment, and perform minor repairs in the field.
- Occasional activity related to bridge repair.
- Blading of streets and roads.

## **MINIMUM EDUCATION AND EXPERIENCE**

### **Education :**

Education: High school diploma or GED

Experience (yrs.): Three (3) years previous related experience and/or training that includes maintenance operations

Substitutions Allowed for Education:

Substitutions Allowed for Experience:

Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **Certificates and Licenses:**

- Valid Driver's Licenses

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Delegates work assignments; Gives authority to work independently.
- Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Sets and achieves goals; Demonstrates persistence and overcomes obstacles.
- Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.

- Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Demonstrates accuracy and thoroughness.
- Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Is consistently at work and on time.
- Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time.

### **PERFORMANCE APTITUDES**

- **Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals. Ability to write routine reports and correspondence. Ability to speak effectively to other employees or the city.
- **Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division
- **Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to

exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**ADA Compliance:**

- **Physical Ability:** While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, reach with hands and arms; climb or balance and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and distance vision.

- **Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

- **Environmental Factors:** 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 disabilities to perform the essential functions. The noise level in the work environment is usually loud.

*The above essential duties are representative of major duties of positions in this position. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned to the above consistent with the knowledge, skills, and abilities required for the job. Not all of the duties may be assigned to a position.*

*The City of Booneville, Mississippi, is an Equal Opportunity Employer. In compliance with the Americans 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.*