

CODE: 1831
FLSA: N
GRADE: 12

**CITY OF FOLEY
JOB DESCRIPTION, NOVEMBER 2016**

**JOB TITLE: CREW LEADER/EQUIPMENT OPERATOR III
DEPARTMENT: STREET - CONSTRUCTION**

GENERAL STATEMENT OF JOB

Under general supervision, supervises, directs, advises, coordinates and assigns duties to crew(s) for construction, demolition and maintenance of City right-of-ways, drainage, road projects and tree cutting. Operates backhoes, rubber tire loaders, track hoes, bull dozers and small tractors as needed. Determines elevation information for the City Engineer, Street Supervisor, and the Public Works Superintendent and applies it. Ensures safety of crews and the public. Interacts with the City officials, other departments and supervisors. Maintains a Class "A" commercial driver's license. Reports to the Street Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises Crew:

Purchases, acquires or supplies tools and materials as needed.

Organizes projects.

Assigns specific tasks to each individual.

Explains procedures of operations.

Answers questions and resolves problems for the public and between crew members.

Provides information to employees of the City policy.

Ensures safety of crew members such as orange vests, signage, etc.

Operates equipment:

Backhoe:

Digs drainage ditches to correct elevation.

Lays plastic, concrete or metal pipe on drainage projects.

Digs graves for indigent burials.

Digs out stumps.

Demolishes buildings, sidewalks, etc.

CREW LEADER/EQUIPMENT OPERATOR III - CONSTRUCTION

Performs general drainage maintenance.

Loads trucks.

Operates a 45' bucket truck:

Cuts trees and prunes limbs.

Hangs lights, decorations, banners, flags, etc.

Operates a Bulldozer:

Slopes or shapes ditches for proper drainage.

Levels rock or dirt for road building.

Clears land.

Operates a Rubber tire loader:

Loads dump trucks.

Loads limbs, stumps and yard debris.

Operates Small tractors:

Edges curbs and sidewalks (disc).

Cuts grass (trench).

Pulls drags (sweep).

Finishes work with box blade (forklift).

Trenches water, electric or sewer lines.

Sweeps roads and sidewalks.

Operates forklift for loading and unloading different materials.

Determine Elevation:

Collects elevation information using engineering equipment for the City Engineer and Street Superintendent.

Applies correct elevation for all drainage and road projects.

Masonry/Concrete work:

Lays block and brick to proper elevations for drainage inlets.

Pours sidewalks

Forms head walls.

CREW LEADER/EQUIPMENT OPERATOR III - CONSTRUCTION

Pours footings.

Operates commercial vehicles:

Maintains a Class "A" commercial driver's license.

Picks up and delivers equipment. Drives dump trucks.

General Labor:

Patches asphalt. Directs traffic. Uses jack hammer. Uses chain saws. Maintains equipment.

Receives and/or reviews information such as engineering drawings.

Prepares and generates information such as determines elevations.

Refers to operator manuals.

Uses a variety of computer software programs such as Microsoft Windows, internet explorer and flash player.

Interacts and communicates with a wide variety of groups and individuals to include Street Superintendent, Street Supervisor, City Engineer, public and co-workers.

Operates a variety of machinery and/or equipment to include rubber tire loader, small tractors, backhoe, bucket truck and a bulldozer.

Utilizes a variety of tool and/or sets of tools such as a jack hammer, concrete saw, pumps and power saws.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

ADDITIONAL JOB FUNCTIONS

Moves furniture.

Builds bleachers and ball fields.

Cleans out and replaces dirt in flower beds.

Assists other departments for special events.

Disposes of solid waste.

Performs other duties as assigned.

CREW LEADER/EQUIPMENT OPERATOR III - CONSTRUCTION

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma study with a minimum of one to two years of experience in a job related field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Maintains CDL license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of heavy machinery and equipment. Must be able to exert up to eighty pounds of force occasionally and/or a negligible amount of force frequently or constantly to push, stoop, lift, pull, reach, kneel, climb, crawl, crouch, carry or otherwise move objects. Work involves sitting, walking and standing for periods of time. Must be able to lift/carry weights of sixty to eighty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information, includes the receiving of information and instruction from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare required records and reports using the proper format punctuation, spelling, and grammar, using all parts of speech.

Intelligence: Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numeric Aptitude: Requires the ability to use arithmetic such as circumference, angles, pairs of angles, properties, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to make precise movements with fingers, hands, arms, legs, feet and torso, e.g., backhoeing, grading, hauling, etc.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to recognize specific shades, pitch, shapes, flavors, e.g., brick lying, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging

CREW LEADER/EQUIPMENT OPERATOR III - CONSTRUCTION

ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.