



Street Crew Chief Job Description

Department: Street
Reports To: Street Foreman
Pay Grade: 12
FLSA Classification: Non Exempt
Approved by: Human Resources
Revision Date: January 1, 2018

SUMMARY

Under limited supervision, the Street Crew Chief provides lead work direction over workers engaged in performing construction, maintenance and repair of public streets and right-of-way areas. Incumbent is given specific work instructions by foreman on new assignments, but works independently on performing regularly assigned duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assigns job tasks giving any special instruction as needed, requests extra materials, equipment, or personnel from foreman when necessary to complete job, observes work in progress and insures that the project was done to the City's standards.
- Receives work assignments and schedules from foreman and overseeing projects and maintenance activities involving paving operations, pothole repairs, curb and gutter repairs, sidewalk repair, Dura patching, crack sealing, storm sewer catch basin repair, storm lift maintenance and repair, gravel road maintenance, sign installation and repair, and mowing.
- Assists street foreman with pre-treatment and plowing of all city roadways.
- Minimizes accidents and injuries by providing training programs.
- Assists street foreman in identifying and developing short and long term goals of the department.
- Maintains street dept. inventory.
- Make recommendations regarding annual budget for operating needs.
- Locates City owned utilities for One Call.
- Calls for locates for all utilities.
- Orders supplies and materials for projects.
- Maintains CarteGraph and Time clock plus.
- Provides work direction to employees; sets work priorities, trains staff.
- Ability to perform all duties of an Equipment Operator III.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.

- Five previous years of experience in street construction/maintenance.
- All certifications required for an Equipment Operator III.
- LTAP Work Zone Traffic Control certification.
- OSHA 10.
- FEMA IS Course 100, 200.
- ATTSA Traffic Control Supervisor.
- ATTSA Traffic Control Technician.
- APWA Winter Maintenance Supervisor.
- Road Scholar.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.
- Class B Commercial Driver’s License with tanker and air brake endorsements.

PREFERRED QUALIFICATIONS

- Associate’s degree in a related field.
- Previous supervisory experience.

PHYSICAL AND MENTAL DEMANDS

Work is performed within City facilities and job site locations that will require sitting, squatting, bending, crawling, climbing, and reaching. The incumbent may be required to occasionally perform a full range of motion with lifting and/or carrying items weighing up to 50 pounds. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT

Activity may involve being in and around moving equipment. Activity is subject to weather conditions of the seasons, fumes, gasses, and exposure to dust. Incumbent may be also exposed to hazardous chemicals and infectious diseases. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.

I have read and understand the duties, responsibilities, and requirements for this position. *

Employee’s Name (please print)

Employee Signature

Date

*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. The City of West Fargo retains the discretion to add duties or change the duties of this position at any time.