

City of Mission Job Description

Job Title: **Streets Crewleader**

Classification: **Non-Exempt**

Department: Streets



Division:

Supervisor: Streets Supervisor

Effective: 08/18/2008

I. JOB SUMMARY

This individual supervises the activity of crewmembers whose responsibilities include: installing storm sewer lines, drainage systems and laying new street alleys and on parking areas. Assists crew members in maintenance of streets alleys and right of ways. Inspects work of his crew to determine conformance to specifications. Will operate heavy and light equipment as well as doing manual labor. Reports to supervisor on areas worked as directed. Individual will be performing other duties assigned by the department head/supervisor when needed.

II. EDUCATION REQUIREMENTS

- High school diploma or G.E.D. required.
- Must have oral and written communication skills in English to at least the 9th grade level (to include correct spelling).
- Minimum of one (1) to three (3) months related experience and/or training, or equivalent combination of education and experience.
- Must have experience driving heavy equipment or machines needed for maintenance.
- Must have math skills for measuring or computing.

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have a current valid class "C" driver's license, preferably a class "B" CDL driver license from the Department of Public Safety with no more than two (2) moving traffic violations.

IV. SKILL REQUIREMENT

- Ability to follow a firm work schedule as directed by supervisor.
- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a business manner.
- Ability to compute and record numbers correctly.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to establish and maintain effective working relationship with office staff, other city departments, elected officials and the general public.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to speak and write clearly and accurately (to include correct spelling)

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- Ability to make decisions based on available data/criteria, laws and regulations, or city policy.
- Ability to handle special projects of diverse nature as assigned.
- Ability to read a limited number of two-and three-syllable words and to recognize similarities and differences between words and between series of numbers.
- Ability to read and interpret documents such as safety rules and city policy procedures.

V. ESSENTIAL FUNCTIONS OF THE JOB

- Clears drainage inlets with a shovel or lowers self into a man-hole 42" in diameter to shovel out dirt and debris from drainage floor.
- Drives city van equipped with sprayer gun and sprays weeds located up to 15' from the vehicle.
- Sprays for mosquitoes, weed control via activation of a toggle switch on panel inside the vehicle.
- Patches street holes and streets to allow for smooth and safe vehicular traffic. Squares hole with a pick and shovels hot or cold mix (asphalt) onto hole and square it with a shovel and compacts it.
- Paints center street strips/crosswalks for pedestrians and vehicular traffic to distinguish walks paint spraying machine on wheels to outline stripes. Replenishes paint container and cleans the same for re-utilization with a safety solvent.
- Cuts excess grass and weeds on asphalt cracks and around pole lights and traffic lights.
- Prunes trees to ensure for safety and city grooming. Trim branches with chain saw, if necessary and cuts the tree down.

VI. NON-ESSENTIAL JOB FUNCTIONS

- Operate backhoes within construction sites.
- Operate dump truck within construction sites.
- Build street barricades to block off streets.
- Sweep, dust or paint inside of warehouse.

VII. EQUIPMENT/MATERIALS

Safety equipment/materials to include but not limited to the following:

- City vehicle, Hand tools, Back hoe, Weed eater
- Chain saw, Motor grader, Shovel, Dump truck
- Tractor shredder, Pruner, Front end loader, Excavator
- Maintainer/grader, Cleaning rods, Street Sweeper, Auger
- Bulldozer, Safety vest, Steel toe boots, Hard hat
- Two way radio, Pager, Cell phone, Work orders
- Policy & procedure handbook

**VIII. WORK ENVIRONMENT**

Exposure to the following environmental conditions is required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)			X	
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles			X	
Toxic or caustic chemicals	X			
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		
Explosives	X			

IX. MANUAL DEXTERITY

Both fine and gross hand manipulation is required to perform the job functions. Fine finger dexterity is required to hand write notes and reports. Gross hand manipulation is required to grip files, books, hand tools, and machinery.

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X. PHYSICAL DEMAND ANALYSIS**MATERIAL HANDLING ACTIVITIES**

TASKS	WEIGHTS	FREQUENCY	PERFORMANCE
LIFTING	Up to 5 lbs	F	Tools from truck or ground
	6-10 lbs	F	Tools from truck or ground
	11-20 lbs	O	Boxes or tools from table to table or from office to truck
	21-25 lbs	O	Boxes or tools from table to table or from office to truck
	26-50 lbs	O	Boxes or tools from table to table or from office to truck
	51-75 lbs	O	Boxes or tools from table to table or from office to truck
	76-100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	F	Tools from truck or ground
	6-10 lbs	F	Tools from truck or ground
	11-20 lbs	O	Boxes or tools from table to table or from office to truck
	21-25 lbs	O	Boxes or tools from table to table or from office to truck
	26-50 lbs	O	Boxes or tools from table to table or from office to truck
	51-75 lbs	O	Boxes or tools from table to table or from office to truck
	76-100 lbs	N	
	Over 100 lbs	N	
PUSHING/PULLING	Up to 5 lbs	O	Answering the telephone, moving chair,
			pushing equipment
	6-10 lbs	O	Moving chair, pushing equipment
	11-20 lbs	O	Moving chair, pushing equipment
	21-25 lbs	N	
	26-50 lbs	N	
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

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NON-MATERIAL HANDLING ACTIVITIES

TASKS	FREQUENCY	PERFORMANCE
CLIMBING	O	Stairs and steps
STOOPING (bending at waist)	F	Daily body balancing
KNEELING (one or both knees)	F	Pickup tools
CROUCHING (bending at hips/knees)	F	Pickup tools
CRAWLING	N	
REACHING	C	Telephone, computer, truck keys, and tools
TWISTING/TURNING (rotation)	F	Sitting in chair, backing out with pickup
HANDLING (manipulated objects)	C	Telephone, computer, truck keys, and tools
STANDING	F	On site projects
WALKING	F	On site projects
SITTING	F	At the office and on pickup truck
FINGERING (finger dexterity)	C	Telephone, computer, truck keys, and tools
GRASPING (whole hand activities)	C	Telephone, computer, truck keys, and tools

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Applicant Signature

Date