

**City of Sallisaw
Job Description**

Job Title: Crew Leader

Exempt (Y/N): No

Department: Parks

Date: July, 2003

Reports To: Parks Superintendent

SUMMARY

The incumbent is responsible for working with and supervising all parks department employees for the City of Sallisaw and supervise all parks employees in the absence of the Parks Superintendent.

*** This position subject to random drug and/or alcohol testing.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Prepare instructions for employees every morning.
2. Operate heavy equipment in a safe and efficient manner.
3. Apply insecticide and herbicide as necessary.
4. Perform pool maintenance and upkeep.
5. Performs minor carpentry, painting, and concrete finishing.
6. Perform landscaping and install sprinkler systems.
7. Operate all types of small equipment and power tools.
8. Locate grave to be opened for services. Open and closes graves.
9. Responsible for working with the public, funeral home and monument providers in locating graves.
10. Prepare time sheets.
11. Extensive welding; mig and stick welder.
12. Assist other departments when needed.
13. Perform maintenance on equipment.
14. Tree trimming and removal.
15. Occasional weekend work required.
16. Perform all necessary associated duties.

17. Appear for scheduled work with regular, reliable, and punctual attendance.

18. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises up to eleven employees in the department. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or two years related experience and/or training; or equivalent combination of education and experience and two years management experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

INTERNAL AND EXTERNAL COMMUNICATION

Contacts with immediate associates and occasional routine contacts with person outside the organization.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Oklahoma Commercial Driver's License (CDL).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and taste or smell. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities

required by this position include; close, distance and color vision, depth perception, peripheral vision and the ability to adjust focus.

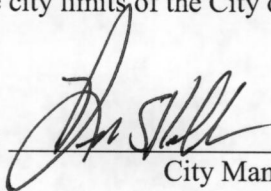
WORK ENVIRONMENT

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.

While performing the duties of this position the incumbent is exposed to outdoor weather conditions, extreme heat and wet or humid condition all non weather related. The incumbent works in high precarious places, near moving mechanical parts, is at risk of electrical shock and/or vibration. The incumbent is exposed to fumes and airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually very loud.

** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time to the city limits of the City of Sallisaw, Oklahoma.

Approved:  _____
City Manager

Date: 1/22/2020

Modified: October 30, 2014; January 22, 2020