

**City of Sallisaw
Job Description**

Job Title: Crew Leader - Street

Exempt (Y/N): No
Date: July 2003

Department: Street
Reports To: Superintendent

SUMMARY

The incumbent is responsible for instructing and directing other crew members of their duties and to see that they are carried out accordingly in the absence of the supervisor.

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

1. Under direction of the Street Superintendent, supervises routine activities of Street Department in the field; serves as Crew Leader.
2. Must be able to perform all duties of Equipment Operator III – Street.
3. Operates heavy equipment including; dozer, gradall, motorgrader, loader, dump truck, steelwheel roller, back hoe and skid loader.
4. Ensures all work orders are complete.
5. Prepares roads for chip and seal or hot lay.
6. Repairs drainage ditches.
7. Pours and finishes concrete.
8. Required to work “on call” after hours and weekends.
9. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

In the absence of the Street Superintendent, supervises employees of the Street 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 GED and three (3) years related experience; or equivalent combination of education and experience. Demonstrated proficiency in operation of heavy equipment. Some supervisory experience preferred.

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 others beyond immediate associates, but generally of a routine nature and frequent contacts with the general public, patrons, or other outside representatives. Must be able to maintain cooperative working relationship with other departments and personnel of the city.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICNESES, REGISTRATIONS

Must hold a valid Oklahoma Driver's License with Class A 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 and hear. The employee frequently is required to sit. Must be able to taste and 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 50 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 all types of outdoor weather conditions; extreme heat and cold and wet or humid conditions all non weather related. The incumbent works in high precarious places, near moving mechanical parts, may be at risk of electrical shock and/or vibration. The incumbent may be exposed to fumes and airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually loud.

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

Approved:  Date: 11/24/14
City Manager

Modified: 08/11/11; 11/24/2014