

City of Dallas
Classification Specification

Title:	Senior Crew Leader	Class Code:	50054
Application:	Career Series	Pay Grade:	F
Supplemental/Code:	Service Maintenance/8	Established:	10/01/01
FLSA Status:	Non-exempt	Revised:	01/01/09

Position Purpose

Provides lead worker assistance for a large crew or to a number of large multi-disciplined crews which may include performing difficult and complex tasks including but not limited to: maintenance operations; street repair projects; or installation, repair, and maintenance of water or wastewater mains and facilities.

Essential Functions

1. Organizes, prepares, and issues daily work assignments for crewmembers or other lower level crew leaders.
2. Ensure work procedures are followed safely and efficiently and work is completed properly.
3. Works with lower level crew leaders or along with crewmembers; sets the pace of work.
4. Provides on-site job and safety training and explains/demonstrates proper, safe and efficient work methods.
5. Ensures all plans, materials, tools, and supplies are available for crewmembers.
6. Obtains required information or decisions from supervisors as needed.
7. Keeps records of expenses, work orders, schedules, and attendance of daily activities.
8. Performs or leads preventative maintenance and minor repairs to equipment.
9. Checks for cleanliness of tools and equipment.
10. Assigns clean-up activities around the work site to leave premises are clean and safe.
11. Drives City trucks to transport workers, materials, and equipment to and from jobsite.
12. Handles citizen complaints or concerns to facilitate prompt and efficient solutions.
13. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Requires knowledge, use, care of hand and power tools, such as jackhammer, cement mixer, and power auger.

May require knowledge of surface preparation/adaptability of various surface materials.

May require standard colors, configuration, and placement of lane markings and traffic signs.

Requires knowledge of custodial, carpentry, plumbing, painting, mechanics, landscaping, and specialized equipment.

Ability to receive and transmit to crewmembers oral and written instructions.

Ability to perform math calculations. Read charts and maintain written records.

Ability to lead crewmembers in the performance of a variety of heavy manual labor for extended periods.

Ability to lift and work with heavy equipment.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

May require State of Texas Class "A" or "B" CDL.

Working Conditions and Hazards

Requires extensive walking, carrying, dragging, holding, pulling, pushing, lifting, kneeling, bending, twisting body, walking, reaching, and squatting; may be required to lift up to 100 pounds.

Major activities are performed on level, slippery, sloping, unstable and uneven terrain.

Major activities are performed outdoors.

May be exposed to extreme cold, heat, heights, temperature swings, constant noise, mechanical and electrical hazards, fumes, odors, toxic chemicals (pesticides or herbicides), dust and mites.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.