

## CITY OF DURANT JOB DESCRIPTION

Title: **Crew Leader**  
Department: Streets, Utility, Solid Waste, Park  
Reports To: Assigned Department Manager

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### POSITION SUMMARY

This position ensures the condition of City facilities, equipment, and systems that are included in the City's infrastructure are maintained; to provide a clean and safe environment for workers and the public.

***Schedule and assignment may vary based on need.***

### ESSENTIAL FUNCTIONS

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.*

**Not all duties may be assigned to each position. The allocation of duties for this position will be dependent upon the department/division assigned.**

1. Trains new employees and coordinates cross-training opportunities; coaches and mentors staff to meet goals and maintain motivation.
2. Schedules daily work assignments and reprioritizes assignments as needed to ensure timely completion of work. Prepares documents to record daily work activities.
3. Completes time sheets and completes work schedule to accommodate approved time off.
4. Performs inspections on equipment, facilities, and systems to ensure the safety and proper working condition.
5. Performs maintenance and operational duties with crewmembers. Operates heavy and light equipment, and power and hand tools as needed.
6. Ensures proper care and maintenance of tools, surfaces, and equipment is completed; coordinates maintenance as needed.
7. Responds to customer service inquires, providing appropriate follow-up, referral or resolution.
8. Ensures inventory and orders supplies as needed.
9. Responds to emergency situations concerning malfunctioning building equipment, tools, systems, and surfaces; analyzes situation and takes appropriate action.
10. Notifies Supervisor of servicing required by outside vendor.
11. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
12. Reports all accidents to the appropriate authority. Follows all policies for reporting.
13. Provides backup assistance to other department personnel as needed.
14. Maintains appropriate records including complete equipment repair history, work orders, daily job card, and other related data.
15. Prepares cost estimates for repairs required; obtains price quotes from contractors for the repairs.
16. Completes written records of labor and materials used for each work project.

17. Reports to work for after hour needs, as assigned.
18. Performs emergency repairs and work as necessary.
19. Other duties as assigned.

#### **KNOWLEDGE SKILLS AND ABILITIES**

1. Knowledge of safe operation and maintenance of tools, equipment and facility systems.
2. Ability and skill to drive and operate mobile equipment in a safe and proper manner.
3. Knowledge of operation and maintenance of assigned equipment and machinery.
4. Knowledge of, utility markings and clearances and rules for safe equipment operation in close proximity to underground and overhead utility facilities.
5. Knowledge of construction industry safety rules and ability to utilize all Personal Protective Equipment necessary.
6. Knowledge of legal load limits for assigned equipment and vehicles.
7. Ability to operate assigned machinery and equipment skillfully and safely in close proximity to vehicular traffic, grade and alignment stakes, slopes, trucks, other construction equipment, laborers and utilities.
8. Ability to read and understand grade and alignment stakes set by others.
9. Ability to safely load, unload, and transport equipment to and from job sites.
10. Ability to understand and follow oral and written instructions.
11. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
12. Ability to understand and effectively carry out local policies and procedures; written instructions, general correspondence, and Federal, State, and local regulations.
13. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
14. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
15. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
16. Ability to define problems, exercise sound judgment, and address a variety of situations.
17. Ability to think quickly, maintain self-control, and adapt to stressful situations.
18. Ability to maintain professionalism at all times.
19. Ability to work as a member of a team.
20. Ability to establish and maintain effective working relationships with others.
21. Ability to perform mathematical calculations required of this position.
22. Ability to navigate and utilize basic technology, including but not limited to email, text messaging, and position specific software.
23. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends and holidays due to adverse weather conditions, construction projects, or other emergency service.

## **PHYSICAL AND WORK ENVIRONMENT**

*The physical and work environment characteristics described in this description 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.*

- This work requires the occasional exertion of up to 75 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals/pesticides.
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions, noise, vibrations, airborne materials, heavy traffic conditions, and exhaust fumes.

## **MINIMUM REQUIRED QUALIFICATIONS**

- High school diploma/equivalent and a minimum of four (4) years' work experience in utility, road construction, parks maintenance, or operating construction equipment.

## **PREFERRED QUALIFICATIONS**

## **OTHER REQUIREMENTS**

- Commercial Pesticide Applicator License.
- Valid Class B CDL.
- Class D and C Water and Wastewater Licensure for Utilities Division.
- Playground Safety Inspector Certification for Parks Department.

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*