



CITY OF HYATTSVILLE
CLASS SPECIFICATION
CREW LEADER

Grade: 110/ Non-Exempt **Rate Range: \$40,456 (\$19.45/hr) – \$45,533 (\$21.89/hr) (commensurate with experience)**

Benefit Eligible

No Relocation Funds Available

Closes: Open Until Filled

NATURE OF WORK

This is a lead level position assisting a Division Supervisor (Solid Waste; Street Maintenance; Park Maintenance; Operations Maintenance) in directing the activities of a crew of drivers and/or laborers. The Crew Leader is a working assistant foreman and is required to perform all the work assigned to other crewmembers. In addition, the Crew Leader is required to assign tasks to specific crew members and assure their proper completion. The Crew Leader trains and mentors crew members, performs more complex or unusual tasks that may be assigned to the crew, operates more complex tools and equipment, and acts as the Division Supervisor in his/her absence. The Crew Leader also provides input and assistance to the Division Supervisor in the areas of discipline and performance evaluations of crewmembers. The Crew Leader is directly supervised by the respective Division Supervisor.

ESSENTIAL FUNCTIONS

- Assigns work to crewmembers, at times splitting the crew to perform multiple projects at one time.
- Trains crewmembers in the use of tools, equipment, procedures, processes and techniques for completing assigned tasks safely.
- Assist the Division Supervisor in training, monitoring and reporting all matters concerning work zone and occupational safety issues.
- Operates more complex or less often used equipment such as rollers and backhoes.
- Performs more complex or skilled work assigned to the crew.
- Assists the Division Supervisor in completing paperwork and assumes the Division Supervisor's duties in his absence.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to effectively communicate instructions, ideas and concepts to other individuals.
- Ability to drive various trucks and construction vehicles in a safe and responsible manner.
- Ability to effectively oversee the work of other employees.
- Ability to train employees in crew functions, tool/equipment use and safety practices.
- Ability to perform routine manual labor.
- Ability to use a wide array of tools.
- Ability to maintain a harmonious and effective working relationship with all personnel and the public.
- Ability to maintain CDL license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Position requires performing all the functions of Laborer I, Laborer II, Driver I and/or Heavy Equipment Operator I. Must be able to organize and coordinate group activities that include driving heavy trucks and equipment such as backhoes and rollers; operating several potentially hazardous tools such as chain saws, compressors, gang mowers; working in and around traffic; working around trucks and hydraulic equipment; and working in inclement weather. The individual holding the Crew Leaders position must be capable of walking, standing, bending, lifting and transporting items up to 100 pounds.

MINIMUM QUALIFICATIONS

- A high school diploma or GED Certificate.
- At least three years of experience working as a Driver I or Laborer II within a Public Works operation or related/relevant position.
- Must have a demonstrated excellent attendance record.
- Must be able to demonstrate experience in completing project/work assignments on time and on budget as directed by Supervisor.

LICENSES AND CERTIFICATION

- A current and valid Commercial Driver's License (CDL), issued by the State of Maryland, must always be maintained along with an excellent driving record.

ADDITIONAL INFORMATION: The tasks identified are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position, and the City in its sole discretion, reserves the right to modify the duties of the position.

The City of Hyattsville is an Equal Opportunity Employer without regard to race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, disability, political or union affiliation. Applications may be picked up at the Hyattsville City Administrative Office, 4310 Gallatin Street, Hyattsville, MD, at the 3rd floor reception area, Monday thru Friday, 8:30 a.m. to 5:00 p.m. The application is also available for download at www.hyattsville.org.

Crew Leader

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