

# City of Washburn Job Description



**Position Title:** Crew Leader  
**Department:** Public Works  
**Immediate Supervisor:** Director of Public Works

## **General Statement:**

This full-time, 40 hour per week position within the Public Works Department is intended to provide for the efficient delivery of public works and utility services to residents of, and visitors to, the community. As such, the Crew Leader will oversee the performance of building maintenance and construction, park maintenance and construction, cemetery duties, road maintenance and construction, as well as manual labor as required by the needs of the Department and requirements of the City.

This position works closely with the general public, administrative staff, and regulatory agencies in carrying out responsibilities of the Department. Must be a team player and maintain cooperative and “can do” attitude relationships with all municipal departments. Must possess oral and written communications and above average problem-solving skills.

## **Essential Functions and Related Tasks:**

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- 1) Assists with planning, organizing, and evaluating the Public Works functions of the City.
  - Assists in the planning of job assignments.
  - Oversee daily assignments as directed by the Director of Public Works.
  - Plan and coordinates workloads, equipment repairs, job materials and staffing.
- 2) Assists in the personnel management of the Department.
  - Determine staff needs and make recommendations when additional staffing is necessary.
  - Act as liaison between Public Works staff and Director.
- 3) Schedule and supervise departmental employees in a manner which assures safe, efficient, and effective departmental operations.
  - Assist in determining appropriate staffing levels for each departmental function.
  - Assign staff to tasks in accordance with staffing needs and individual ability and expertise.
  - Ensures compliance with work rules of the department, state, and federal agencies.

- 4) Assists in the coordination of cemetery operations.
  - Assist with funeral arrangements and scheduling.
  - Locate and plot burial sites, and coordination of headstone placement.
  - Care and maintenance of cemetery grounds.
  - Ensuring completeness and timeliness of paperwork and site after funeral services
- 5) Provide a high level of customer service at all times. Project and maintain a positive image on behalf of the City of Washburn during the course of performing the duties of the position.
- 6) Responsible for protection of municipal property and equipment. Must operate all equipment with care and responsibility. Reports all unlawful, mischievous, and/or malicious activities to immediate supervisor for further investigation by law enforcement agencies.
- 7) Attends meetings as required.
- 8) Required to take "On-Call" assignments as determined by supervisor.
- 9) Perform related duties as necessary and assigned.

**Supervision:**

This position is accountable to the Director of Public Works. In the absence of the Public Works Director, the position will be accountable to the City Administrator.

**Qualifications:**

- A) High School graduate or equivalent.
- B) Minimum of five (5) years' experience in public works operations and heavy equipment maintenance and repair.
- C) Supervisory experience desired.
- D) Must have good working knowledge of standard practice in operation and repair of heavy equipment, public buildings, and facilities; water, sanitary and storm sewer systems; roads, sidewalks, pathways, parks and playground, marinas, docks and erosion control, etc.
- E) Must be able to operate all Public Works equipment including loaders, trucks, backhoe, grader, sewer cleaners, etc.
- F) Must be capable of directing the ability to plan, organize, assign, and supervise tasks to maximize the production of Departmental employees.
- G) Knowledge of safety practices required for Public Works operations.
- H) Must have possession of, and maintain as a condition of employment, a valid Wisconsin CDL with all endorsements as may be required by the City from time to time for Washburn's Public Works Operations.
- I) Must have, and maintain as a condition of employment, a safe driving record.
- J) Must have, and maintain as a condition of employment, access to dependable transportation.
- K) Must be able to pass a pre-employment physical including a drug and alcohol screen.
- L) Prefer computer literacy.

### **Physical Requirements in Performing Tasks Listed:**

The physical demands described here are representative of those that must be met in order for an individual to successfully fulfill the essential functions of this position. Reasonable accommodations may be offered to enable an individual with disabilities to perform the essential functions.

Work is performed in both indoor and outdoor settings. The Crew Leader will be frequently required to sit, stand, and kneel for extended period of time, walk over rough or uneven surfaces, work in excavations, confined spaces, and unpleasant surroundings, talk, hear, navigate stairs and may occasionally lift heavy objects.

While performing the duties of this job, the employee will work frequently with a motor vehicle, small engine powered equipment, heavy equipment, hand tools, work in indoor and outdoor settings and confined spaces such as public right-of-ways, parklands, municipal facilities such as wells, wastewater treatment plant, sanitary sewers, harbor, etc. Lighting and noise levels will vary from location to location and from day to day. The outdoor settings will present various types of weather conditions and terrain. The employee will be exposed to hot and cold temperatures, precipitation, fumes from paints, herbicides, pesticides, gasoline and fuels, cleaning supplies, vehicle exhaust, campfires, marine vessels, etc. The employee will be exposed to allergens and unpleasant conditions.

Approved: 080723