

POSITION DESCRIPTION

Class Title: Public Work's Crew Lead
FLSA: Non-Exempt
Pay Range: \$26.98 to \$29.18 based on experience
Posting closes November 11 2024

Crew Leader

GENERAL

This is a skilled labor position in the operation of light to heavy automotive and non-automotive construction equipment. This position requires the ability to oversee a small crew to complete assigned work.

SUPERVISION RECEIVED

Work is done under the direct supervision of the Public Work's Foremen and general supervision of the Director of Public Works.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Operates heavy equipment of various sizes and weights used in road, site or highway construction and paving.
2. Properly follows department and OSHA safety procedures. Brings problems to the attention of the foreman or director.
3. Follows daily procedures and protocols as set forth in job orientations and trainings.
4. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to the supervisor; cleans equipment.
5. Performs required labor involved in construction and maintenance projects as part of a crew, including but not limited to; pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.
6. Makes minor repairs and adjustments and servicing such as oil and greasing on specialized equipment and adjustments to belts.
7. Provides supervision to employees when performing assigned tasks.
8. Performs related work as assigned.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Associates or Bachelor's degree desired. High School Diploma or equivalent required. A minimum of five (5) years' experience in construction, public works employment and/or related equipment operations.

Necessary Special Requirement

Must possess a valid State of Maine Class II (B) motor vehicle license.

An individual's history of preventable motor vehicle accidents and moving violations are relevant considerations for employment in this job classification.

Must obtain an OSHA 30-hour training in either construction or general industry within one (1) year.

Sufficient education to make appropriate arithmetic equations and complete written documentation of work performed and materials used, or an equivalent combination of experience, education and training that provides the desired knowledge, skills and characteristics.

Ability to work from construction specifications and blueprints.

Necessary knowledge, skills, abilities & competencies

1. Ability to operate and maintain the following pieces of equipment:
 - a. Loader
 - b. Backhoe (for the purpose of loading trucks or moving material from one location to another)
 - c. Street Sweeper
 - d. Beach Tractor and Rake
 - e. Excavator
 - f. Construction Level

2. Demonstrate competence in the following areas of expertise:
 - a. Knowledge of the Town's stormwater and sewer collections systems
 - b. Ability to read and understand GIS plans to locate and address system deficiencies
 - c. Ability to record data electronically into GIS using handheld devices
3. Considerable knowledge of the occupational hazards and safety precautions necessary in the operations of light to heavy equipment along with the ability to communicate such hazards and precautions to the work crew. Ability to operate various trucks and equipment safely.
4. Ability to understand and carry out written and oral instructions.
5. Ability to work long hours operating various pieces of equipment in adverse weather conditions.
6. Demonstrate the ability to direct other employees and carry out assigned work.
7. The ability to take initiative in matters and problems.
8. The ability to establish and maintain effective working relationships with supervisors, co-workers, officials, and the general public.

9. The ability to present issues to the Director or Foreman in a clear and precise manner, either written or verbally.
10. Availability for on-call rotation within the department.

Competencies

1. Communication Proficiency.
2. Decision Making.
3. Learning Orientation.
4. Personal Effectiveness/Credibility.
5. Results Driven.
6. Technical Capacity.
7. Thoroughness.
8. Time Management
9. Positive Attitude
10. Exemplary Attendance
11. Demonstrate through work performance a quality outcome

TOOLS & EQUIPMENT USED

The equipment utilized in this position includes but not limited to: bulldozer, road grader, front end loader, vactor, sweeper, excavator, dump truck and plow truck. In addition, mechanical and power hand tools are used for day-to-day operations.

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.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift or move items up to 10 pounds and occasionally lift or move items up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is exposed to a variety of extreme weather conditions at construction job sites. The noise level in the work environment and job sites can be loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

The Town of Old Orchard Beach is an equal employment opportunity employer.

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____