

# CITY OF SEDALIA, MISSOURI

Job Description



<b>Job Title:</b>	<b>CREW SUPERVISOR</b>		
Department:	Public Works		
Supervisor:	Public Works Supervision Structure		
Date:	April 2014, Revision 1	Position No.	PW/6
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

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## Job Summary:

This position is responsible for leading a crew and performing other duties that facilitates public works processes

## Job Scope:

The purpose of this position is to lead a crew, operate machinery, and perform other duties assigned that helps promote the efficient operation of the department and ensure that public works projects are completed.

## Essential Duties and Responsibilities:

1. Supervises an assigned crew involved in public works projects.
2. Assists in interviewing, supervising, training, coaching, and evaluating employees within their assigned work crew or multiple work crews within the department.
3. Prepares written reports, training curriculum, and other documents as required by the department to promote an efficient work process.
4. Operates both light and heavy equipment as assigned.
5. Performs preventive maintenance on assigned equipment.
6. Fuels truck and other equipment.
7. Participates in safety meetings for the department.
8. Follows up on complaints from residents; devises solutions; implements solution; assigns work to staff under the supervision of the individual department.
9. Performs other duties as assigned.

**Duties Specific to Street Department:**

1. May be assigned to the street sign shop, concrete crew, weed and brush crew, and supervise snow removal. May also be required to operate heavy equipment.
2. Rebuilds and paves roadways, sidewalks, trenches, perform ditch work, shot rock banks; analyzes and inspects streets, schedules personnel to repair and correct issues.
3. Uses a transit to shoot and establish grade for required work.
4. Alerts supervisors of work and repairs needed.
5. Estimates costs and materials of assigned projects; track expenses within area of assigned responsibility.
6. Assigns duties to subordinate personnel.
7. Digs holes and installs signposts and signs.
8. Fabricates parts.
9. Operates road grader for plowing and loader work.
10. Must be required to cover night shift snow removal scheduling and supervision every third year or as assigned by the Street Superintendent.
11. Responsible for budget planning and monitoring within area of responsibility

**Duties Specific to Sanitation Department:**

1. Assign work routes to sanitation drivers.
2. Safely operates all equipment including sanitation units, grapple truck, bobcat, backhoe, bulldozer, motor grader, dump truck, etc.
3. Oversees repair and other assigned work such as; brush cutting in alley ways, abatement of properties as designated by Code Enforcement to ensure that it is completed.
4. Organize and participates in Clean-Up Sedalia events.
5. Prepares and completes reports as required.
6. Supervises abatements.

7. Supervises department in the absence of the Sanitation Superintendent.

**Duties Specific to Wastewater Department:**

1. Supervises, repairs, and perform maintenance work on sewer and storm water collection systems.
2. Completes reports on repairs and maintenance work as required.
3. Inventories and purchases supplies as directed by the Department Manager.
4. Performs tub grinding, runs brush through to reduce size, composts reduced brush with sewer sludge, sells to public for fertilizer.
5. Monitors workplace safety.
6. May be required to communicate with homeowners / residents regarding sewer issues.
7. May be required to be on-call as directed by the Department Manager.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. High School diploma or GED; Associates degree preferred
2. Computer skills required
3. Prefer experience in supervision over work related crews
4. Missouri drivers license
5. CDL Class B with air brakes, bus and tanker endorsements required
6. Must agree to be subject to random drug screen throughout employment.

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of construction, maintenance, and repair of streets, sidewalks, driveways and drainage systems. (Street and Wastewater)
2. Knowledge of the principles of sidewalk, driveway, street, and yard repair. (Street)
3. Knowledge of construction technology. (Street)
4. Skill in supervising the work of an assigned crew. (All Departments)
5. Skill in planning and organizing work. (All Departments)
6. Skill in welding and fabricating parts. (Street and Wastewater)

7. Skill in operating light and heavy equipment, including a bobcat, backhoe, bulldozer, motor grader, loader, jackhammer, dump truck, and snowplow. (All Departments)
8. Skill in oral and written communication. (All Departments)

**Guidelines:**

1. City ordinances and department policies and procedures.
2. Building and construction codes, the Manual of Uniform Traffic Control Devices, and federal laws and regulations. (Street)
3. Guidelines require judgment, selection, and interpretation in application.

**Complexity:**

The work consists of related technical and supervisory duties. The need to perform work in heavy traffic or inclement weather conditions and equipment breakdowns contribute to the complexity of the work.

**Principal Working Relationships:**

1. Co-workers, other city employees.
2. Contractors, vendors and general public.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

**Supervisory and Management Responsibility:**

This position has functional supervision over a crew of assigned personnel.

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The work is typically performed either outdoors or while sitting at a desk or table with intermittent standing. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

**Work Environment:**

The work is typically performed outdoors or in an office. Work may involve the use of the telephone and personal computer. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices such as hard hats, gloves, safety glasses and work boots.