

Job Description

Maintenance Crew Leader

City of Troy, Missouri
Public Works Department

General Purpose of Position

Completes complex maintenance of public facilities and works on capital projects as assigned

Major Duties and Responsibilities

Supervises work crew and job completion on individual projects

- Provides on-site supervision of Public Works crew on a project by project basis as directed
- Answers field questions from Public Works crew and the public
- Ensures proper work zone signage is in place on job site
- Ensures public works crew is utilizing proper safety equipment and procedures on project sites under his/her direct responsibility

Operates the dump truck and other large equipment

- Transports materials to and from the work site
- Operates other equipment as required

Maintains streets

- Completes patchwork and crack sealing as needed
- Fills potholes using appropriate materials
- Prepares roads and curbs for paving
- Back-fills curbs upon completion of work
- Assists with concrete work and laying asphalt
- Assists with snow plowing and removal

Maintains rights-of-way

- Keeps signs and intersections clear of limbs and grass
- Mows grass and trims weeds along city streets and in medians
- Removes trash as necessary

Uses basic equipment to complete various departmental activities

- Checks equipment before each use
- Determines when and what equipment needs to be used
- Operates equipment according to safety guidelines
- Prepares for maintenance when it is necessary

Maintains shop and equipment

- Makes sure equipment and supplies are ready for use
- Notifies Public Works Superintendent when supplies or inventory are needed
- Performs safety checks and basic maintenance on equipment
- Follows all procedures when fueling equipment

Prepares work areas for installations and repairs

- Digs trenches following appropriate safety measures
- Makes certain joints fit properly and lays pipes at proper angle
- Uses proper material for pipe bed
- Performs appropriate backfilling and landscaping

Installs and maintains water and sewer systems

- Complete general water and wastewater maintenance activities
- Removes and replaces components when needed
- Maintain fire hydrants, assuring proper operation and water pressure as directed

Maintains City buildings and facilities

- Performs routine and necessary carpentry, electrical, and plumbing
- Performs other necessary cleaning or maintenance duties

Performs repairs on main breaks

- Digs line, jackhammers, recognizing risk of flooding
- Places proper repair clamp
- Determines extent of necessary repair
- Performs appropriate backfilling and landscaping

Maintains animal pound and performs animal control responsibilities

- Maintains and cleans animal pound facility
- Responds to citizens calls
- Uses control stick if needed
- Places animals in truck
- If rabies tag is present, notifies veterinarian
- Notifies owners
- Traps or captures unwanted animals at citizens' homes
- Quarantines animals involved in bite cases

Performs other duties related to departmental activities

- Attend training and other professional development as needed or required
- Backfill sinkholes and other depressions

Performs similar duties for other City departments as assigned

Performs other duties as directed

Job Context

Status	Full-time
FLSA Status	Non-exempt
Department	Public Works Department
Immediate Supervisor(s)	Public Works Superintendent
Frequency of Supervision	Daily
Number of Supervised Employees	1-5
Type of Work Schedule	Regular hours year round
Frequency of Overtime	Frequently
Frequency of Night Work	Emergencies, snow removal
Shift Position	Not Applicable
On Call Status	On call
Percentage of Work Indoors	10%

Percentage of Work Outdoors	90%, in all types of weather conditions
Types of Accountabilities	Fiscal, Safety and Legal
Exposure to Chemicals / Hazardous Materials	Frequently
Applicable Chemicals / Hazardous Materials*	Raw sewage, household hazardous wastes, cleaning supplies, acids, other chemicals, insecticides, herbicides, gasoline, oil, vehicle exhaust, asphalt, dust, flood water, blood and other animal fluids
Average Stress Level	Average, varies with activities
Physical Work Associated With This Position**	Working in confined spaces, lifting 80 to 100 pounds, climbing, raking, shoveling, bending, walk for long periods of time, carrying equipment, pulling and pushing

*Exposure to chemicals / hazardous materials may not be limited to this list.

**These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.

Education and Experience

The person in this position should be able to read and write in English, and should have a high school diploma or equivalent. A minimum of three years of experience is required. An equivalent combination of education and experience will be considered.

Licenses and Certifications

The person in this position must have a valid Missouri CDL Class B with airbrakes, tanker certification and MoDNR DS3 license. Must be able to pass pre-employment drug and alcohol test and random drug and alcohol testing. Must be able to complete confined space training, competent person training/certification, vector truck training, CCTV equipment training, backhoe training.

It is encouraged/desirable for a person in this position to be able to obtain a MoDNR Class C Water License.

Knowledge, Skills and Abilities

Knowledge

- Proper installation, maintenance and repair of streets, water and wastewater systems
- Proper storage and use of various chemicals
- Basic civil engineering for determining and digging grades
- Basic environmental standards for water and sewer systems
- Layout of city streets
- Basic understanding of city and State laws, codes and ordinances
- Departmental policies, rules and regulations
- Interviewing techniques
- Proper use of physical restraints for animals
- Basic carpentry, plumbing, electrical and concrete techniques
- Maintenance methods of grounds, buildings and equipment
- Basic equipment maintenance and repair
- Basic civil engineering principles
- Proper materials and equipment
- Federal and state statutes concerning the work of the department

- Mathematical skills, including addition, subtraction, division, and multiplication
- General functions and operations of municipal government
- Animals' behavior and care

Skills and Abilities

- Install and maintain various types of street surfaces
- Accurately locate buried water lines
- Install, maintain and repair water and sewer system components
- Follow procedures to maintain vehicles and equipment
- Use various types of equipment, including weed eaters, blowers, and tractors
- Examine a repair or maintenance issue and determine an effective solution
- Use common sense
- Pay attention to detail
- Complete detailed work accurately
- Work effectively with a wide range of people
- Meet specified deadlines
- Prioritize daily work flow
- Work as a team member with other employees
- Work as a team leader supervising 1-5 other employees on individual projects
- Communicate effectively with others, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Work effectively with animals
- Maintain professional composure in heated situations
- Follow departmental and City policies and procedures