

## CREW CHIEF

**Department:** DPW  
**Divisions:** Highway / Traffic  
**Appointing Authority:** Director

**Grade:** 12  
**Revision Date:** 11/19  
**Bargaining Unit:** W

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### **Definition:**

Skilled, technical and responsible work in the Highway Division of the Dept of Public Works. Organizes and directs work activities and operation for assigned division. Performs skilled manual labor in repair, patching, trenching, grading of roadways, highways and sidewalk and all other work that is logical to the position as required. Responsible for instructing, directing and setup for a group of employees engaged in similar work; all other work that is logical to the position.

### **Supervision:**

Works under the general direction and supervision of the Field Superintendent or Assistant Field Superintendent, but functions independently in accordance with departmental operating procedures, standards and protocols.

Responsible for supervising, instructing and directing up to eight (8) employees performing similar work on a routine basis, but may also assist in supervising up to thirty (30) during snow events

### **Environment:**

Work is done under typical Dept of Public Works conditions indoors and in the field outdoors. Work may be performed in adverse weather and environmental conditions; may involve working with hazardous machinery or substances including pavement saws, backhoes, rollers, compactors and pavers and other tools and equipment requiring adherence to safety and usage protocol; may involve mechanical testing and service requiring adherence to safety and usage protocol.

Work conditions may involve walking and climbing on flat ground, uneven terrain or hills; work on ladders; work in trenches, exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, gasoline or diesel fuels/fumes, blacktop, asphalt, tar, paint fumes, traffic, noise; walking moderate distance; carrying and lifting requiring physical strength and endurance; exposure to hazardous conditions; crouching, kneeling, reaching, twisting, repetitive motion.

Has contact with employees and intermittently with the general public in answering questions, solving problems, receiving complaints, providing instructions, and supervising subordinates.

Errors in judgment and performance may result in damage to or loss of information, delay in or loss of service, possible monetary loss, or adverse legal consequences to the city, damage to equipment or facilities, personal injury, injury to colleagues, danger to public health and safety as well as impact on employee morale, confusion and delay.

Must drive self and/or equipment to job sites and locations as necessary.

**Essential Functions:**

(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Responsible for the construction and maintenance of city roadways, sidewalks, curbing, fences, guardrails and fences. Saw cuts, patches, paves, grades and repairs roadways, sidewalks, aprons and curbing. Constructs and places forms. Responsible for concrete pours, leveling, grading, smoothing and finishing of concrete meeting standards of performance and aesthetics. Installs, repairs and maintains guardrails, posts and fences. Uses transit and sets grades. Works with other divisions as assigned.

Performs skilled manual work as necessary; operates heavy equipment as necessary including hydraulic loaders, tractors, skid loaders, dump trucks, paver, rollers; use assorted pneumatic tools such as portable pumps, air compressors, jackhammers, air drills; uses wide variety of hand and power operated tools and equipment as necessary. Performs skilled carpentry work associated with construction of forms and repair work as required.

Performs winter work as assigned including plowing, sanding, snow removal with equipment or manually; preparation of ice skating facilities; removal of ice and clearing of public ways.

Supervises and directs a work crew in performance of duties above. Insures proper safety gear is worn and safety protocol is followed on job sites under his/her direct supervision.

Paints traffic markings, manufactures and assembles signs; disassembles, cleans, adjusts and repairs parking meter heads, kiosks; replaces or repairs broken parts; may also perform other routine manual labor tasks in traffic sign installations and repairs; works as collection, and traffic control. Works to repair/maintain city owned parking facilities

Uses specialized safety equipment; properly places traffic barricades, cones and delineators to ensure safety in traffic situations; operates large trucks and tows equipment to and from job sites; uses job equipment in accordance with operation and safety standards.

Answers routine question from the general public at job sites, explaining reasons for work if asked; refers public complaints to supervisor for resolution; keeps simple records.

**Minimum Qualifications:**

**Education and Experience:**

Graduation from high school or educational level sufficient to understand and follow specific verbal or written instructions as demonstrated by attainment of a high school or vocational school education or equivalency; six (6) years or more of relevant experience, or a combination that enables performance of all aspects of the position and ability to effectuate results for wide variety of problems in a particular type of work.

**Knowledge, Ability and Skill:**

Knowledge of principles and practices used in assigned area of responsibility; in the methods, techniques, equipment and materials related to highway and sidewalk construction and repair. Understanding of technical aspects and reasons of job, including ability to read and interpret instructions. Ability to communicate effectively orally and coordinate work so as to minimize losses and waste of material, time and productivity. Ability to establish and maintain satisfactory relationships with supervisors, subordinates, coworkers, community representatives, and the general public. Aptitude for and ability to safely operate tools, equipment and vehicles utilized by the division and their general maintenance. Must have working knowledge for use of transit and setting of grades. Must be punctual and perform all aspects of job responsibilities with honesty and integrity. Ability to perform strenuous duties as required.

Working knowledge of principles and practices of roadway, pavement and sidewalk construction, repair and maintenance.

Ability and knowledge of standard caution protocol in operating heavy equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions; operating in areas of heavy traffic and pedestrian activity.

Must work effectively and independently in situations where deviations and irregularities occur. Ability to inspect, analyze, evaluate, diagnose and correct basic vehicle, equipment and process failures; ensure safety and professional work standards are set and maintained.

**Physical Requirements:**

Moderate to heavy physical effort required to perform manual tasks requiring consistent physical strength and endurance for extended periods and possibly under adverse weather conditions. Normal working day involves walking, standing, sitting, leaning with moderate to frequent body movements such as reaching, crouching, bending, twisting and repetitive motions, grasping, pulling and pushing materials up to fifty (50) lbs; may involve sustained uncomfortable physical positions. Good vision required for instrument reading and ability to perform close vision, distance vision, peripheral vision, color vision and the ability to adjust focus.

Ability to operate trucks, paint sprayers, pavement marking machines, sign fabrication equipment and similar tools of the position; to travel between job locations.

Must use appropriate personal protective and ventilation equipment or procedures when exposed to chemical or painting materials in course of work.

**Special Requirements:**

Must possess valid Massachusetts Class B Operator's License or equivalent from reciprocal State (CDL) with Air Brake Certification and hoister's license applicable to position; any other licenses/endorsements as required by State or Federal law. Must successfully pass CORI/ SORI checks; must have an acceptable driving record and be insurable under city's policy; must pass pre-employment physical and drug screen pursuant to the DOT Regulations. Overtime hours may be required in unusual situations and emergencies. Must be bondable.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

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**Approved:**

EXECUTED 11/26/2019 AND ON FILE IN THE HR DEPARTMENT

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Human Resources Director

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Date

Revision History: 7/77, 11/09, 8/15, 7/18, 11/19

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Department Head

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Mayor