

## **CREW CHIEF**

**Department:** DPW  
**Divisions:** Parks  
**Appointing Authority:** Director

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

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### **Definition:**

Skilled, technical and responsible work in the operation and maintenance of city parks, lands, buildings and associative work. Organizes and directs work activities and operation for assigned division. Performs skilled manual labor in the setting up and maintenance of athletic fields, parks and recreational spaces and activities; assembly and maintenance of parks/playground equipment; maintenance and repair to city buildings and structures; 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) full time employees and five (5) seasonal employees performing similar work.

### **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 chain and other types of saws, fertilizers, tractors, track driven vehicles, chippers, stump grinder, trucks, log loader or 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 and staging; work on rooftops and other elevated positions; exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, gasoline or diesel fuels/fumes, 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 maintenance of city parks, city owned land, buildings and structures. Erects repairs and maintains parks related equipment such as playground equipment, bleachers, dugouts, grandstands, fences, signage, goal posts, picnic tables, grills and portable stage. Prepares and maintains tennis courts surfaces; lay out and sets tapes, nets and backboards. Prepares for season, lays out, lines, paints and sets athletic fields for sports such as baseball, softball, volleyball, soccer and football. Uses transit and sets grades. Responsible for the maintenance of grounds and facilities such as picnic areas, beaches, dams and bike paths. Responsible for planting and care lawns, planted and mulched areas, and other vegetation on city property, or belt lines as directed; responsible for recognizing and addressing hazardous conditions within parks, school grounds and public lands. Works with Forestry Division as assigned to assist in planting, trimming, pruning, roping, limbing and removal of trees, grinding/removal of stumps and other related work.

Performs skilled manual work as necessary; operates heavy equipment as necessary including hydraulic loaders, tractors, compact excavating equipment, dump trucks, chipper, log truck; uses wide variety of hand and power operated tools and equipment as necessary. Performs skilled carpentry 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.

**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 parks, recreation and school athletic functions, construction, and maintenance. 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 loses 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 practice of turf maintenance, pruning, care of planted beds and decorative shrubbery.

Ability and knowledge to handle ropes in tree removal/trimming operations and to tie knots in conjunction with this work.

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

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.

**Special Requirements:** Must possess valid Massachusetts Class B Operator’s License or equivalent from reciprocal State (CDL) with Air Brake Certification and Massachusetts Hoisters Licenses applicable to position; ability to obtain MA pesticide license any other licenses/endorsements/licenses 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.

*(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