

PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government

POST DATES: 05/03/2017 - Until Filled

EEOC CODE:

CLASS CODE:

CLASSIFICATION TITLE: Crew Leader (2)

JOB CLASS (GRADE):

HOURLY RATE: \$14.21

LOCATION: Public Works/Streets & Roads

WORK HOURS: 7:00 AM - 5:30 PM

DEPT. HEAD: Marvin Land

WORK WEEK: Mon. - Thurs.

(X) REPLACEMENT () NEW REQUIREMENT

Job Summary:

The Crew Leader is responsible for work overseeing and participating in semi-skilled and unskilled maintenance and construction tasks.

Qualifications Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees and participate in the work of crews engaged in construction, maintenance and repair of facilities, equipment, grounds and infrastructure.
- Assists in scheduling, assigning duties of work crews, and monitoring employee attendance.
- Keeps records of employee's attendance
- Transports materials and crews to and from job sites, as required.
- Assists in training employees on work methods, equipment operation, and safety precautions.
- Checks condition of tools and equipment that have been issued to assigned crew members.
- Keeps inventory of supplies utilized and advises supervisor when new supplies are needed.
- Inspects work of crews to insure proper completion of tasks.
- Reports discipline-related work problems to immediate supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

The Crew Leader must be knowledgeable of the following principles, procedures and concepts:

- Knowledge of general repair, maintenance, materials, equipment, construction activities, and methods of procedures used in such activities.
- Knowledge of the principles, practices, hazards and safety precautions of construction and maintenance-related work.
- Ability to maintain accurate records and reports
- Ability to understand and follow oral and written instructions as well as communicate verbally and in writing.
- Ability to plan, assign, and oversee the work of crews engaged in maintenance activities.
- Ability to maintain effective working relationships with fellow employees and with members of the general public.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Crew Leader should possess, at a minimum, a high school diploma, four (4) years of experience in maintenance and construction activities, supervisory or crew leader experience preferred; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Must possess a valid Georgia Driver's License.
- Must possess a working telephone.
- Must be available for "on call" duties after normal working hours.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

The Crew Leader is responsible for limited supervision of service workers and HEO's.

TRAVEL:

The Crew Leader will be required to travel frequently to worksites across Macon-Bibb County.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM
ESSENTIAL JOB FUNCTIONS**

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations and other means of instruction and guidance.

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. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions. This position requires the employee to perform work while sitting, standing, walking, bending, crouching or stooping. The employee often lifts light objects, climbs ladders, uses tools requiring a high degree of dexterity and must be able to distinguish between shades of color.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to [perform the essential functions. The Work environment is primarily outdoor with frequent exposure to noise, dust, dirt, machinery and inclement weather. May be primarily required to work beyond normal hours during inclement weather or other emergencies.

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER