



## City of Lake Oswego, Oregon

### Job Description

#### **CREWLEADER**

**FLSA Status: Non-exempt**

**Union Representation: LOMEA**

**Salary Grade: 158**

**Job Code: 4057**

#### **Summary**

Employees in this class work under the general supervision of a Superintendent or employee in a higher classification. Incumbents are responsible for directing the work activities of one or more crews. The position is distinguished from supervisory classifications in that crewleaders do not exercise formal authority in such areas as discipline, grievance resolution, employee evaluation, hiring and promotion decisions.

#### **Distinguishing Characteristics**

This is the lead worker level in the Utility Worker job classification series. The position is distinguished from supervisory classifications in that crewleaders do not exercise formal authority in such areas as discipline, grievance resolution, employee evaluation, hiring and promotion decisions.

#### **Essential Duties and Responsibilities**

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Organizes and oversees work activities of an assigned crew. Checks work performed for quality and completeness.
2. Interprets general work instructions into specific work assignments, schedules work and instructs crew members in the methods and practices of the specified area.
3. Selects and schedules appropriate equipment.
4. Gathers information on materials, equipment and personnel needs for preparation of budget.
5. Maintains appropriate time and attendance records, makes reports, and requisitions needed equipment and supplies.
6. Monitors and reports on employee safety practices in the field
7. May perform full range of duties in lower level Utility Worker positions.
8. Performs other duties of a similar nature or level.

#### **Minimum Qualifications**

**Knowledge of:**

- General knowledge of the principles of supervision and personnel practices.
- Principles and practices of repair, maintenance, construction and installation used in streets, sewers, parks and water systems.
- Personal computers and related software applications.

**Skills and Abilities to:**

- Direct and coordinate the activities of a project crew or crews.
- Safely drive or operate vehicles, equipment, machines and tools.
- Detect needed repairs and make minor adjustments to equipment, machines or tools used to perform duties.
- Work independently in performance of regular assignments.
- Read and understand maps, plans, drawings, orders and/or other documents as required.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D; and four years of experience in general landscape, maintenance, construction work or related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Positions in this classification may also require the ability to possess and maintain a valid commercial driver's license (CDL) within six months of appointment and ability to meet the City's driving standards.

May also be required to obtain a Pesticide Application license; water distribution certification; sewer collections system certification; and/or International Municipal Signal Association (IMSA) certification.

This position works primarily during routine daytime hours. However, responses to emergencies or construction schedules will require some nighttime, weekend, and holiday work activity. Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; occasional response to emergency conditions during off-hours; operation of a motor vehicle on public roads. Frequent travel between facilities involves the hazards normally associated with vehicular travel, particularly during inclement weather.

**Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Heavy Physical Work: Must be able to move objects by exerting up to (50) pounds of force occasionally and/or up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in

part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*