

## CREW SUPERVISOR I

### NATURE AND VARIETY OF WORK

This is supervisory work whereby incumbents plan, coordinate, and schedule the manual work activities of a small crew of unskilled/semi-skilled laborers and equipment operators engaged in a variety of County right-of-ways maintenance/construction/landscaping/traffic control projects. Class incumbents insure that authorized work assignments are completed in a timely manner in accordance with established departmental policies, guidelines, and safety regulations. Work may be characterized by the simultaneous assignment of regular crew members to more than one work site although normally a crew functions as a single work unit. Work is performed under the general supervision of a higher level crew supervisor.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises supervisory duties and responsibilities over subordinate crew personnel engaged in the maintenance/construction/landscaping/ traffic control of County right-of-ways.

Plans, coordinates, schedules, and leads the work of laborers and equipment operators engaged in manual unskilled/semi-skilled tasks designed to preserve and maintain County right-of-ways.

Receives detailed instructions and discusses work assignments with immediate supervisor.

Procures (draws from stock, rents, buys) materials, equipment, and supplies needed for right-of-way maintenance/construction/landscaping/traffic control activities.

Investigates service complaints/requests received from management in order to (1) determine the nature of the problem, and (2) to identify possible actions necessary to address/resolve the problem.

Maintains accurate, complete, and retrievable records (e.g., man hours, equipment and materials used, load tickets, receipts, and other pertinent information) related to right-of-way maintenance/construction/landscaping/traffic control activities.

Assumes the duties and responsibilities of the supervisor in his/her absence.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Good knowledge of the principles, practices, and procedures associated with the maintenance/construction/landscaping/traffic control of the County right-of-ways.

Good knowledge of the materials, equipment, supplies used in the maintenance/construction/landscaping/traffic control of the County right-of-ways.

Good knowledge of the occupational hazards and safety precautions involved in manual labor and equipment operations.

Good knowledge of supervisory practices and procedures.

Ability to communicate effectively both orally and in writing.

Ability to supervise the activities of a crew of unskilled/semi-skilled laborers and equipment operators.

Ability to maintain accurate and retrievable records related to work activities.

Ability to understand simple drawings and plans.

#### MINIMUM QUALIFICATIONS

Graduation from high school or a GED equivalency, and experience as a skilled worker engaged in road maintenance/construction/building activities, plus one (1) year in a lead/supervisory capacity; or an equivalent combination of experience and training which provides the required knowledges, skills and abilities.

#### CONDITIONS OF EMPLOYMENT

Possession of a valid motor vehicle operator's license appropriate to the motor vehicles associated with the position.

Good physical condition that would enable the incumbent to perform the manual duties associated with the position.

Willingness to perform manual labor tasks under adverse weather conditions.

Willingness to respond to emergency service calls on a 24-hour basis.

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