



Job Title	District Crew Leader	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	6	Job Code	12803

Class Specification – District Crew Leader

Summary Statement:	
The purpose of this position is to operate the full range of heavy equipment involved in major construction, maintenance, and repair projects for an assigned department of division. Provide training to equipment operators and supervise projects by communicating and coordinating projects with management, crew members, vendors, and the public.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Operates a variety of heavy/light or specialized equipment; loads and prepares equipment, loads materials, calibrates machinery; and performs maintenance duties.
40%	Provides direct supervision of equipment operators; assigns duties and schedules projects; ensures safety procedures are followed with crew and equipment; ensures quality control of projects; and communicates with the public.
10%	Processes and evaluates data entry of project progress; purchases supplies; and general clerical support including telephone communications, copying and filing.
10%	Performs inspections and evaluations of projects including preconstruction planning, utilities locating, material and personnel coordination, and environmental compliance.
10%	Provides emergency on call duties to include natural disaster support, winter storm cleanup, summer storm cleanup, and emergency response support for the fire department and police department.



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Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED).

Experience: Five years of full-time experience in related area of assignment.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Colorado Class A Driver's License	Required
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Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:

This job title may have some budgetary responsibility.

Physical Demands:

Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Outdoors
Extreme Temperature	Daily
Wetness and Humidity	Daily
Respiratory Hazards	Daily
Noise and Vibrations	Daily
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Frequently
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Heavy and light equipment, hand tools associated with construction and maintenance, telephone, copier, calculator, fax, and grading transit.



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Specialized Computer Equipment and Software: Personal computer, printer, scanner, Microsoft Office, HRIS software, and Cartegraph.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: August 2014