

Job Description – City of Burleson

Job Title: Streets Crew Leader
 Department: Public Works
 Pay Grade: Range 24
 FLSA Category: Non-Exempt
 Schedule: 40 hours a week with after-hours/overtime as required
 Date Revised: October 18, 2023
 Approvals:

HR:		CMO:	N/A
DIR:		CMO:	N/A

PRIMARY DUTY:

Plan, supervise, and assist in the maintenance and repair operations for assigned crew. This position may proficiently operate heavy equipment used in the maintenance and repair of streets and drainage system. Efficiently performs the work necessary for the effective maintenance and repair of city streets, parking lots, drainage facilities, and rights-of-way according to established quality standards and procedures. This position also trains personnel in repair and in safe and proper use of heavy equipment.

ESSENTIAL DUTIES:

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs); H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs)].

Strength Exerted	Description of Job Duties
H	Plans, supervises, and assists in maintenance and repair operations including but not limited to: pot hole repair, lay and repair asphalt and concrete, utility cut repair, crack sealing, overlays, reconstruction, drainage facility/right-of-way drainage maintenance, cleaning, barricade constructions, de-icing and vegetation control. Also handles storm water system maintenance.
M	Train, instruct and evaluate assigned employees in the proper methods of street or drainage system maintenance. Provide guidance on the proper use of traffic control devices in construction work zones.
H	Acts as senior member of the response crew.
S	Make oral and written reports concerning daily progress and maintain daily work logs.
L	Assist in purchasing procedures, pricing and ordering parts and supplies.
S	Assist in preliminary phase of budget development.
M	Safely operate all equipment used in the maintenance and repair of streets and drainage system as well as perform manual labor when necessary.
H	Preparing vehicles in advance for activities and properly maintain equipment including confirming equipment is operational, serviced and cleaned.
M	Direct traffic and setting up traffic controls devices such as flagging, placing and picking up barricades.
S	Complete administrative tasks including work orders, work logs, in house sheets, purchase orders and job requests, review drawings, traffic manuals, and be familiar with and follow policies and procedures.
L	Clean shop, equipment and trucks and other work areas as assigned
M	Light welding.
M/H	Support other departments and city events when needed.
S-M	Actively participates in meetings, trainings, and other events as requested.
	Other related duties as assigned.
	Regular scheduled attendance at the work site is required.

SUPERVISORY RESPONSIBILITIES:

This position has supervisory responsibilities.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic math skills.
- Knowledge of use of hand tools and equipment used in the maintenance and repair of streets.
- Knowledge of material used in street maintenance operations.
- Knowledge of safe handling of traffic in construction and maintenance areas and various operating characteristics of heavy equipment used in street maintenance and repair.
- Ability to perform troubleshooting of equipment to identify and resolve technical issues
- Must have good computer skills.
- Ability to work safely and take initiative.
- Ability to work after hours and on weekends.
- Must be able to lift up to 90 lbs.
- Ability to make decisions with minimal supervision, yet understand when direction is required.
- Ability to effectively supervise, train, and evaluate personnel.
- Ability to troubleshoot unforeseen issues in the field for solutions to effectively, safely accomplish task at hand.
- Ability to communicate effectively orally and in writing.
- Provide a positive working environment and skill in establishing and maintaining good working relationships with other employees and the public.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Four (4) years or more experience in maintenance and repair of city streets and drainage facilities.
- Three (3) years' experience operating heavy equipment.
- Any combination of education, training, experience and professional skills that provides the required knowledge, skills and abilities may be considered.

CERTIFICATES AND LICENSES REQUIRED:

- Texas Class "A" Driver's License.
- Work Zone Certification IMSA or TEEEX within 6 months of employment.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Solvents, paint, diesel, C.R.S.2.H, M.C 30, liquid asphalt, weed spray, concrete, asphalt for street repair and gasoline.

TOOLS AND EQUIPMENT USED:

Dump trucks, roller, crack sealer machine, back hoe, front-end loader, chip spreader, truck, street sweeper, shovels, picks, rakes, paint stripper, brooms, concrete saw, tractor mower.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

Physical Demand	Frequency	Description of Demand
Standing/Walking	C	Standing on concrete, asphalt, gravel, and mud.
Sitting	O	Drive vehicles from job site to job site and when filling out paper work.

Lifting	F	Shoveling asphalt 45 lbs., ground compactor 75-100 lbs., Tack bucket 50 lbs.
Carrying	F	Liquid asphalt 5 lbs. 10-20 ft., Asphalt 45 lbs. 5-50 ft., Cones 5 lbs. 5' to 1/4 mile.
Pushing/Pulling	F	Asphalt rake 10 lbs. 3-5 ft., shoveling up to 45 lbs. 3-5 ft.
Reaching	F	Full extension both above head and in front of body: shoveling, raking and reaching for tools.
Fine Dexterity/Handling	O	Writing out reports, pavement joints and edging.
Crouching/Crawling	O	Getting tools from bottom shelves, using greasing equipment and working concrete.
Climbing	O	Getting into vehicles (dump truck 6-8 ft.).
Balancing	O	Walking on trailer or getting in and out of vehicles
Twisting	F	Shoveling and raking asphalt, getting off and on equipment.
Kneeling	R	Checking equipment, picking up chunks of asphalt from utility cut repairs
Vision	C	To be alert at all times and be aware of traffic. To drive city vehicles and heavy equipment.
Hearing/Talking	C	Listening to orders and communicating on two way radios and the phone
Foot Controls	O	Driving vehicles.
Running	O	When working sanitation, traffic control and emergency situations.
Stamina	C	Doing strenuous work for long periods of time in hot and cold weather.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

F_time pressures

O_irregular schedule

F_frequent change of task

O_tedious exacting work situation

F_performing multiple tasks simultaneously

other: _____

O_emergency situations

R_danger/physical abuse

F_noisy/distracting environment

F_working closely with others as a team

Applicant Notes:

- Regular and reliable attendance is required of all employees.
- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Burleson is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.