

CREW CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This is manual work involving responsibility for leading and participating in the work of a crew in the proper and efficient completion of a variety of maintenance, construction and repair projects which may be relative to roads, facilities, parks and/or recreation. The work is performed under general supervision with wide leeway allowed for the exercise of independent judgment both in day-to-day duties and in carrying out the plans of a project. While supervision may be exercised over road maintenance equipment operators or laborers, incumbents participate fully in the work of the crew. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

When Assigned to Highway Department, may:

Lead and participate in the construction of gravel, macadam, asphalt and concrete roads;
Lead and participate in the excavation, grading, drainage and embankment projects;
Lead and participate in the cleaning of ditches, basins and culverts
Lead and participate in ice control and snow removal activities;
Lead and participate in tree removal, pruning and care, as well as brush cutting activities;
Lead and participate in the fabrication and erection of traffic control devices in accordance with the New York State Department Manual of Uniform Traffic Control Devices;
Operate a variety of motor equipment in connection with the work;
Performs a variety of related activities as required.

When Assigned to Parks or Recreation Department, may:

Lead and participate in the maintenance, repair and construction of developed and undeveloped parks, playgrounds, athletic and other related facilities, properties and equipment;
Check facilities and equipment for safety;
Lead and participate in the performance of general landscaping activities;
Lead and participate in preparation of ball fields, ball courts, ski trails, hiking trails, and other facilities for events, games and recreation activities, as needed;
Lead and participate in the painting, maintenance and repair work of all park and recreational equipment;
Lead and participate in snow removal activities;
Lead and participate in the cleaning and maintenance of bathroom and concession stand facilities;
Plan and assist in implementing preventative maintenance schedules, including work schedules and maintenance of time and attendance records;
Operate a variety of motor equipment in connection with the work;
Maintain records and prepare reports relating to maintenance, repair, and costs, as necessary;
Maintain records and prepare reports relating to employee time

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and payroll, as necessary;
Assist higher level supervisor in preparing budgetary requests relative to park facilities;
Participate in administrative staff conferences;
Perform occasional, or oversee performance of skilled workers in, plumbing, carpentry, electrical, mechanical and masonry work;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the practices, tools and terminology used in road and parks/recreation facilities maintenance activities; good knowledge of basic landscaping techniques; skill in painting, carpentry and general repair work; ability to assist with planning and directing the work of others; ability to understand and follow oral and written directions; ability to work well with others; ability to maintain simple records and prepare simple reports; dependability; good judgment; resourcefulness; willingness to respond to emergencies.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school and two (2) years of experience in road maintenance, construction, or groundskeeping, one (1) year of which shall have included the operation of motor vehicle equipment; or
- b) Four (4) years of experience as described in (a) above.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license appropriate for the type of motor equipment being operated. If assigned to drive heavy motor equipment as defined in the Commercial Motor Safety Act, incumbents will be required to possess a Commercial Driver's License (CDL) with required endorsements. Under New York State law, applicants for the CDL must be 21 years old.