

SUPERVISING CREW CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This is important field and supervisory work involving responsibility for organizing and delegating the work of a number of crews in the proper and efficient completion of a variety of maintenance, construction and repair projects of roads, facilities, parks and/or recreational areas. This includes scheduling and assigning the work of all crews and workers, and providing direction and oversight to Crew Chiefs, who then supervise the work of their respective crew, while fully participating in the work. In a Town or Village, the Supervising Crew Chief may act as immediate assistant to the Highway Superintendent, working closely with him/her to recommend and coordinate work strategies and assignments. Work is performed in accordance with established policies and procedures and involves responsibility for efficiency and economy in use of personnel, materials and equipment. General supervision is provided by the Highway Superintendent (in a Town or Village) or Supervisor, Construction and Maintenance (in the County Department of Highways and Facilities) with wide leeway allowed for the exercise of independent judgment both in day-to-day duties and in planning and coordinating the work. Direct supervision is exercised over the activities of Crew Chiefs and subordinate construction and maintenance employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Schedules and assigns the work of all Highway Department crews (road crews, parks crews, etc.) for all work, maintenance and repair projects including snow and ice removal;

Assigns and supervises the work of all Crew Chiefs;

Plans and estimates material requirements and manages delivery schedule of equipment and materials to job sites;

Plans, schedules and generally oversees roads construction projects, under supervision of Highway Superintendent or Supervisor, Construction and Maintenance, including but not limited to construction of roads and reconstruction of existing roads, blacktopping, concrete catchbasins, water and sewer lines, drainage structures, grading, culverts, driveway pipes, building construction, excavating and site preparation;

Plans, schedules and generally oversees bridge construction projects, under supervision of Highway Superintendent or Supervisor, Construction and Maintenance, including but not limited to setting and bolting structural steel, forming concrete footings, abutments, decks and curbs, placing reinforcement steel, pouring and finishing concrete, setting bridge railings, stripping forms and finishing concrete, painting structural steel railings;

SUPERVISING CREW CHIEF (cont'd)

Plans, schedules and generally oversees reconstruction of bridges, under supervision of Highway Superintendent or Supervisor, Construction and Maintenance, including but not limited to dismantling old superstructures, abutments and footings, excavating new footings and abutments, operating pumps for removing water, building forms for footings and abutments, setting subforms, installing reinforcement steel, pouring concrete, stripping forms and finishing concrete;

Works with Highway Superintendent or Supervisor, Construction and Maintenance to determine equipment repair and maintenance priorities;

Ensures that all workers are fully trained in the proper use of equipment and materials;

Ensures that safety precautions for employees and public are exercised and adhered to at all times;

Works closely with Highway Superintendent or Supervisor, Construction and Maintenance to plan, prepare and strategize the work of the Highway Department;

May represent Highway Superintendent or Supervisor, Construction and Maintenance in his/her absence;

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 KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern highway and bridge construction methods and procedures; good knowledge of equipment, materials, tools, terminology and safety precautions as applied in highway construction, bridge construction, building construction, snow removal and ice control; ability to read and understand sketches, blueprints and complex plans relating to highway, bridge and building construction; ability to plan, organize and direct the work of others; ability to delegate appropriately and efficiently; ability to understand and carry out complex written and oral directions; ability to prepare construction cost estimates; ability to maintain accurate progress and activity records; ability to establish and maintain effective working relationships; ability to communicate effectively; initiative; integrity; resourcefulness; tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and eight (8) years of experience in highway, bridge, or road and/or parks construction, maintenance and/or operations, which must have been in a responsible, supervisory position such as Crew Chief or related title.

ACCEPTABLE ATERNATIVES:

Education beyond the secondary (high school) level may be substituted on a year for year basis with thirty (30) credits deemed as the equivalent of one year of experience. Military service may also be substituted on a year for year basis provided such service was honorable or under honorable circumstances.

NOTE:

Education beyond the secondary (high school) level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree granting institution.

SPECIAL REQUIREMENT:

Possession of a valid Commercial Driver License (CDL) at the time of appointment and throughout the term of employment in this position.