

TITLE: Crew Leader – Grounds Maintenance

PW/20

DEPARTMENT: Public Works, City of Franklin

JOB SUMMARY: This position is responsible for leading a crew of personnel in the maintenance and care of grounds, city facilities, and right-of-ways.

MAJOR DUTIES:

- o Receives work assignments and assists the supervisor in directing work of assigned personnel in the completion of those assignments.
- o Assists and participates in the care of grounds, city facilities, and right-of-ways.
- o Participates in parks and cemetery maintenance.
- o Operates trucks, tractors, mowers, excavator with cutter, hand equipment and other mechanical equipment.
- o Performs the work of the supervisor in his or her absence.
- o Cleans and maintains public ditches.
- o Assists with snow and ice removal at city facilities.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge in the care of parks, cemeteries, right-of-ways, and city facilities.
- o Knowledge of the occupational hazards and safety precautions of the work.
- o Skill in oral and written communication.
- o Skill in supervision of personnel.

SUPERVISORY CONTROLS: The Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include city ordinances, city personnel policies, vehicle operations laws, safety rules, and city construction standards. These guidelines are generally clear and specific, but may require some interpretation in application.

Revised: January 27, 2021

COMPLEXITY: The work consists of related duties in oversight of an assigned grounds maintenance crew. Inclement weather contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to lead a work crew in the completion of public works assignments. Successful performance in this position contributes to the efficiency of department operations.

PERSONAL CONTACTS: Contacts are typically with other city personnel, contractors, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has functional oversight over an assigned crew of personnel.

MINIMUM QUALIFICATIONS:

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- o Possession of or ability to readily obtain a pesticide spraying license within three years.
- o Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated.