

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Field Operations Crewleader		
<b>Job Code:</b>	ST5110	<b>Job Family:</b>	Service Trades
<b>Pay Grade</b>	508	<b>Date Reviewed:</b>	06/24/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	03/05/19

### GENERAL SUMMARY

Supervises employees responsible for various construction, maintenance, courier services, and repair activities related to assigned division. Ensures work quality and adherence to established policies and procedures. Performs the more technical and complex tasks relative to assigned area of responsibility.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Prioritizes, assigns, leads, reviews and participates in the work of subordinate employees responsible for general field operations construction, maintenance and repair activities which may include water utilities, parks and community services, transportation/public works, Library, city services and other related services.
2. Provides assistance in scheduling construction, courier, maintenance, and repair services. Identifies resource need. Reviews needs with appropriate management staff and allocates resources accordingly.
3. Monitors and evaluates quality, responsiveness, efficiency and effectiveness of assigned field operations methods and procedures.
4. Performs more technical and complex tasks of the work unit including inspecting field operations equipment and recommending needed repairs.
5. Participates in personnel training and works with subordinate personnel to correct deficiencies. Implement discipline procedures.
6. Prepares reports concerning operations and activities related to water utilities, parks and community services, transportation/public works, Library, city services or assigned division.
7. Assists in responding and resolving public inquiries and complaints. Confers with customers regarding problems and provide assistance as necessary.
8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

### **When assigned to Parks and Community Services:**

1. Directs pouring of concrete, spades freshly poured concrete and finishes concrete surfaces. Supervises and participates in outline maintenance of parks, athletic fields, streets, alleys and sidewalks.
2. Performs additional specific duties related to emergency repair, equipment operations, forestry and golf course maintenance including specific grounds keeping and tree maintenance procedures, equipment methods and techniques and maintenance duties.
3. Assists in managing turf and plant materials as required. Participates in planting, transplanting and removal of plant materials in parks and community areas.
4. Performs additional tasks related to parks and community services as needed. Installs fences, playgrounds, benches, water fountains, and related equipment.

### **When assigned to Transportation/Public Works Streets/Stormwater:**

1. Directs pouring of concrete, spades freshly poured concrete and finishes concrete surface. Supervises and participates in the routine maintenance roadways, alleys and sidewalks.
2. Responds to complaints regarding transportation/public works services.
3. Repairs and resurfaces roadways, alleys and sidewalks as needed.
4. Supervises and leads crews during street excavation procedures. Oversees the installation of erosion control products (BMPs) and various maintenance duties.
5. Oversees and assists in the installation of reinforced concrete pipes, asphalt paving, and gabion baskets in drainage channels.

### **When assigned to Transportation Public Works Traffic Management:**

1. Directs installation of signs and markings in conjunction with the most current MUTCD (Manual on Uniform Traffic Control Devices) standards.
2. Responds to complaints regarding traffic management/public works services.
3. Supervises and leads crews during sign installation procedures including pre-con site visit, underground utility locates and installation of sign/post structure.
4. Oversees and assists in the installation of paint and thermos-plastic markings.
5. Coordinates and plans work including scheduling, assigning, and layout of jobsite and sign/markings plan.
6. Works during special events to provide traffic control and parking plans.

### **When assigned to Public Events:**

1. Directs and participates in the assembly and arrangement of chairs, stages, tables and related apparatus for assigned public events activities.
2. Directs and participates in the cleaning of public events facilities.
3. Reviews drawings, sketches and specifications of events.

### **When assigned to Water Utilities:**

1. Participates in the maintenance of water mains, water valves, and fire hydrants; installs new water taps and water valves as necessary; inspects for leaks or breaks in water/-wastewater equipment.
2. As assigned, assists in the operation of meter installation and repair and water utility line installation.
3. Performs work to ensure proper flow and pressure in water utility lines.
4. Locates manholes, water vaults and valve boxes; cast and replace manhole lids, water vault and valve boxes.
5. Responds to emergencies when necessary.

### **When assigned to Code Compliance:**

1. Transports and supervises court ordered community service workers, City staff, and City contractors to residential locations for litter and nuisance abatement.
2. Directs the collection of dead animals from residential curbside, right-of-way, streets, veterinary clinics, and/or other locations; directs the collection of residential nuisance litter, and debris.
3. Transports dead animals to landfills or other approved disposal facility; delivers nuisance litter and debris to an approved solid waste facility.
4. Receives pick-up tickets and route appropriate pick-up points; maintain records of locations and types of animals picked-up; perform routine preventive maintenance of assigned vehicle including disinfecting stainless steel dead animal compartment.

### **When assigned to Library:**

1. Provide first line supervision to library couriers.
2. Direct and participate in the delivery of books and materials to library branches and other designated drop off sites.
3. Provide training and performance management for team members regarding routes and delivery techniques.
4. Coordinate and schedule delivery routes to ensure efficient service to Library branches and other designated drop off sites.
5. Review and follow up on courier route to ensure compliance of collections and deliveries according to specifications.
6. Review and monitor branch requests and complaints and determine appropriate resolution.

7. Audit vehicles to certify that they are maintained in a roadworthy condition.
8. Maintain courier programs and ensure adherence to process and procedures.
9. Coordinate, plan and participate in special projects as assigned.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**

- Data entry systems such as the work order management system.
- Materials, methods and techniques commonly used in various field construction, maintenance, repair or operational activities related to water utilities, parks and community services, transportation/public works or related services.
- Operational characteristics, services and activities of field construction, maintenance, and repair.
- Municipal water distribution and wastewater collection systems, if applicable.
- Various trees, plants, flowers, and landscape techniques applicable to parks and community services activities.
- Proper pesticide and fertilizer applications and hazards (if applicable).
- Equipment, methods, and techniques unique to golf course maintenance, concrete finishing, and forestry.
- Interpret and explain applicable policies and procedures.
- Occupational hazards and standard safety precautions.
- Principles of training and monitoring lower level staff.
- Pertinent federal, state and local laws, codes and regulations.
- City and library staff and locations.

- **Skill in:**

- Making sound decisions.
- Monitoring assigned activities.
- Prioritizing work.
- Using good judgment.
- Assembles and disassembles furniture and shelving.

- **Ability to:**

- Data entry systems such as the Information Technology Service Management System (ITSM) and/or a work order management system.
- Materials, methods, and techniques commonly used in various field construction, maintenance, repair, or operational activities related to water utilities, parks and community services, transportation/public works or related services.
- Operational characteristics, services, and activities of field construction, maintenance, and repair.
- Municipal water distribution and wastewater collection systems, if applicable.
- Various trees, plants, flowers, and landscape techniques applicable to parks and community services activities.
- Proper pesticide and fertilizer applications and hazards (if applicable).
- Equipment, methods, and techniques unique to golf course maintenance, concrete finishing and forestry.
- Interpret and explain applicable policies and procedures.
- Occupational hazards and standard safety precautions.
- Principles of training and monitoring lower level staff.

- Pertinent federal, state and local laws, codes and regulations.
- Maintain on-going communication with team members.

## **MINIMUM JOB REQUIREMENTS**

High school diploma/GED and two years of responsible experience in field construction, maintenance, repair, or operational activities related to assigned division.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

Possession of, or ability to obtain, an appropriate valid Texas Commercial Driver's License (CDL -A).

- When assigned to the Water Conservation Program must have a Texas Driver License (Class C) at the time of hire.
- When assigned to Water Utilities, Department, Transportation Public Works (TPW) Street Division, and the Aviation Department, must have a CDL-A at the time of hire.
- When assigned to Transportation Public Works (TPW) Traffic Management Division, must possess or obtain a Texas Commercial Driver's License (CDL) Class B within six (6) months of hire.

The appropriate Texas Commission on Environmental Quality (TCEQ) license will be required per the various sections in the Water Department, as stated below:

- When assigned to Water Department / Field Operations Division, Water Distribution Maintenance; a minimum TCEQ Class D Water Distribution Operator license will be required at hire; TCEQ Class C Distribution Operator license will be required within twelve months of hire.
- When assigned to Water Department / Field Operations Division, Wastewater Collection System Maintenance or Wastewater Preventive Maintenance; a minimum TCEQ Type I Wastewater Collection System Operator license will be required at hire; TCEQ Type II Wastewater Collection System Operator license will be required within twelve months of hire.
- When assigned to Parks and Community Services, depending on assignment a Texas Commercial Driver's License or a standard driver's license may be required at the time of hire.

Possession of, or ability to obtain, a valid Texas Pesticide Applicators License (if applicable).

- When assigned to TPW/ Stormwater Division maintain Class A Driver's License with a Tank Endorsement Required; Operations of a hydro-mulch vehicle, water truck, and/or tractor as required.

**When assigned to Transportation Public Works Traffic Management:**

- Must possess or obtain within one (1) year from date of hire IMSA (International Municipal Signal Association) level 1 Signs and Marking certification.

**WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.