



**CITY OF AUSTELL DEPARTMENT
OF PUBLIC WORKS
CLASSIFICATION DESCRIPTION**

Class title: Crew Leader - Water
Department: Public Works
Division: Water
Pay Grade: 12
Salary Range: \$27,530 - \$41,296

GENERAL PURPOSE

Crew leaders shall work together to assist the Division Manager with coordinating personal for projects; help with paperwork such as work orders, confined space entries and trenching permits. Crew Leaders will also be assigned a crew or project to oversee on a regular basis and are expected to give the Division Manager updates on projects for scheduling purposes.

SUPERVISION RECEIVED

Works under the direction of the Division Manager of Public Works.

ESSENTIAL DUTIES AND RESPOSABILITIES

Leading crews on assigned projects to see that projects are completed and performed in a professional, cost effective and timely manner.

Accurately filling out work orders for assigned projects accounting for personnel, equipment and materials used on a daily basis.

Overseeing all aspects of assigned projects including but not limited to project preplanning, crew safety, traffic control, vehicle and equipment maintenance, and quality control.

Working with the Division Manager and other Crew Leaders to schedule vacations and other forms of leave to avoid overlap whenever possible.

Operating all Public Works Department heavy and light equipment when needed including but not limited to; excavators, loaders, back-hoes, dump trucks, vector trailer, and skid steers.

Performing all other related duties as required or assigned including those outlined in the position description for the Public Works Water Division.

Necessary Knowledge, Skills and Abilities:

- (A) Proven ability to operate and perform regular daily maintenance on all heavy and light equipment used by the public works department safely and properly.
- (B) General skills in the operation of listed tools and special equipment used by public works.
- (C) Ability and willingness to effectively lead, coach and train any and all of the outside crew members of the Public Works Department.

(D) Ability to understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing; Ability to observe proper safety precautions; Ability to establish effective working relationships with other employees.

(E) Ability to perform as the competent person on an excavation site in accordance with the Department of Labor and Industries standards.

SPECIAL REQUIREMENTS

Valid Georgia driver's license and CDL certification, or ability to obtain one within one (1) year of hire date.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, areole propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch and other related equipment.

PHYSICAL DEMAND

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb, or balance, stoop, kneel, crouch, or crawl and smell.

The employee must frequently lift and/or move up to twenty-five (25) pounds and occasionally in and/or move up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.

The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of shock. The noise level in the work environment is usually moderate to loud.

SELECTION GUIDELINES

Formal applications, rating of education and experience, oral interview and reference and background check. The City of Austell is a Drug-free workplace, if selected; an employment physical and drug screen will be required.

The duties listed herein are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute as an employment agreement between the City of Austell and the employee and is subject to be changed by the City of Austell as the needs of the City of Austell and requirements of the job change.

The City of Austell is an Equal Opportunity Employer. Austell City Government does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of service.

How to apply:

- ❖ Please complete an application in its entirety and return it to Human Resources.
 - 5000 Austell-Powder Springs Rd. Suite 220
Austell GA 30106
(770) 944-4303

