### Job Overview

<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Public Works Crew Leader</th>
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<tbody>
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<td><strong>Department</strong></td>
<td>Public Works</td>
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<tr>
<td><strong>Location</strong></td>
<td>601 W Hickman</td>
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<td><strong>Reports To</strong></td>
<td>Public Works Operations Manager</td>
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<td><strong>FLSA Category</strong></td>
<td>Non-Exempt</td>
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<tr>
<td><strong>EEOC Category</strong></td>
<td>Service and Maintenance</td>
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<tr>
<td><strong>Pay Group</strong></td>
<td>21</td>
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<tr>
<td><strong>Pay Range</strong></td>
<td>$42,869 - $62,150</td>
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### General Job Description

To supervise and assist maintenance workers in the maintenance and repair of city streets and parks. Uses various hand tools and power tools for construction and landscaping. Repairs roads and sidewalks, paves, and patches streets, completes work orders and necessary reports, maintains, and prepares parks for public use, and maintains and cleans public parks and removes litter. Operates and maintains equipment and park machinery, including mowers and trucks.

### Essential Duties and 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.*

Leads, plans, trains, and reviews the work of an assigned crew responsible for providing maintenance services for streets and parks.

Plans, directs, and participates in the maintenance of streets and parks.

Train assigned employees in their areas of work in public works maintenance methods and techniques and in the assembling and use of equipment.

Oversees and operates a variety of equipment including trucks, air compressors, rollers, mud-jack, tar pots, concrete mixers, saws, jackhammers, electric drills, and other similar equipment and machinery in repairing and installing concrete, asphalt, and drainage structures.

Utilizes a variety of hand and power tools.

Participates in routine maintenance of such equipment; assists with collection and cleaning of tools and materials after utilization.
Inspects and restores equipment fluid levels, including oil, fuel, water, and transmission fluid; lubricates equipment as needed; reports the need for repairs. Assist crews in the landscaping and maintenance of city parks, facilities and right of ways.

Performs streets maintenance and repair work in both asphalt and concrete mediums. Prepares for pouring concrete and laying asphalt, to include mixing by hand where applicable.

Participates in traffic control activities.

Maintains safety regulations, including wearing appropriate clothing, erecting proper barricades and signage, and using proper equipment and materials.

Prepares site locations, including placing barricades and warning signs for safety; building, painting, and repairing barricades as necessary.

Cuts or trims vegetation as requested, including trimming trees, mowing, weed eating, and removing and transporting a variety of debris.

Responds to emergency situations as requested, including hazardous and severe weather conditions.

Ensures the adherence to safe work practices and procedures.

Verifies the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specification.

Estimates time, materials, and equipment required for jobs assigned; requisition materials as required.

Perform all other duties as assigned.

**EDUCATION & EXPERIENCE**

High School Diploma or GED

Two (2) years of experience in construction or related experience, or an equivalent combination of education, training, and experience.

**LICENSES & CERTIFICATES**

Must have a valid CDL Class B license with no restrictions or must be able to obtain one within first six (6) months of employment.

**KNOWLEDGE, SKILLS & ABILITIES**

**Knowledge of:**

Uses and purposes of general construction and maintenance tools and equipment.

Occupational hazards and standard safety precautions necessary in the work performed.

Preventive maintenance and inspection methods.

Basic principles of record keeping and reporting.
Modern office procedures, methods, and computer equipment.

**Skill in:**

Leading and participating in streets and parks maintenance activities.

Troubleshooting and problem solving related to streets and parks maintenance activities.

Using various types of manual and electrical tools.

**Ability to:**

Work on-call.

Lead, organize and review the work of maintenance staff in streets and parks operations.

Independently perform the most difficult streets and parks maintenance activities.

Interpret, explain, and enforce department policies and procedures within assigned crew.

Troubleshoot problem situations related to maintenance activities.

Analyze, assess, and resolve problem situations.

Perform assigned work in accordance with appropriate safety practices and regulations.

Perform responsible and difficult work involving the use of independent judgment and personal initiative.

Interpret and apply departmental policies and procedures.

Maintain accurate and up-to-date records.

Deal tactfully with the public.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.
The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.