ASHEVILLE, NORTH CAROLINA

Classification Specification

Supervisor, Crew
Job Code: 9995
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to supervise a crew involved in operating heavy equipment to complete construction, maintenance, and repair projects for an assigned department.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and updates and maintains

department standard operating procedure manuals.

Estimates job costs and needed equipment, parts, and materials: develops list of equipment and materials to complete projects; ensures availability of adequate parts and materials to conduct work activities; and requests for new or replacement materials as required.

Conducts on-site work reviews: ensures full utilization of personnel, materials, and facilities with concern for quality, safety, and efficiency; ensures compliance with all applicable codes, laws, rules, regulations, standards, policies, procedures, and specifications; ensures adherence to established safety procedures; and monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Supervises and participates in the operation and maintenance of a variety of machinery, equipment, and tools associated with completing department projects, which may include a service truck, dump truck, backhoe, mini-excavator, bobcat, salt spreader, brush truck, leaf truck, asphalt packer, bucket truck, street sweeper, sewer flush truck, tractor, trailer, tamper, tapping machine, lawn mower, riding mower, tiller, trencher, dragging equipment, chain saw, power saw, hand saw, concrete saw, air compressor, pickaxe, sledgehammer, rake, post hole digger, shovel, hand tools, measuring instruments, or two-way radio.

Supervises the utilization of safety equipment and wearing of protective gear: monitors work environment to ensure safety of employees and other individuals; monitors traffic conditions surrounding trucks/equipment to identify obstructions, pedestrians, or unsafe traffic conditions; flags and directs traffic and places markers, signs, and cones around project/work site to ensure safety of crew and the traveling public; and reports any incidents, accidents, problems, or unusual situations.

Responds to emergency situations involving operations in area of assignment: serves on on-call rotation; and assigns and directs emergency work crews as needed.

Performs related duties in support of operations in area of assignment: receives and responds to questions, requests and/or complaints regarding assigned functions, projects, and services; and makes recommendations regarding budget allocations for area of assignment.

Communicates with supervisor, subordinates, other City employees, contractors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, work orders, activity logs, timesheets, leave requests, accident reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing (edit as appropriate) word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED required, with vocational or technical training in heavy equipment operation or a related field; supplemented by five years of experience in heavy equipment operation, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina Class A and Class B Commercial Driver's License (CDL), including appropriate endorsement(s). Must possess and maintain Flagger and Work Zone Safety certification. Depending on area of assignment, may be required to obtain and maintain additional certifications or licensures as deemed by department.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning, and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, water

hazards, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.