



City of Casa Grande

## Crew Leader

**GENERAL PURPOSE:** Under general supervision, supervises Public Works staff and work activities in the maintenance and repair of City infrastructure.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Leads work crews performing construction and maintenance activities; prioritizes work and decides what equipment and materials are needed to accomplish work assignments; assigns work, materials and equipment to crew; assures that all safety rules and regulations are observed on the job site.
- Supervises staff and evaluates performance; monitors operations to identify and resolve problems and priorities.
- Reviews and inspects the work of the assigned staff to assure the work quality, and the timely accomplishment of assigned duties and responsibilities.
- Supervises the construction, repair and maintenance of roadways, infrastructure and structural components; reads blueprints and interprets plans.
- Trains staff and coordinates training programs; instructs crew in work techniques and the proper use and maintenance of equipment.
- Maintains records and logs of services performed and general information.
- Monitors and enforces adherence to City policies, procedures and standards.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** Equipment operators, maintenance workers and technicians.

**JOB DESCRIPTION**  
**CrewLeader.doc**

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High School diploma or GED equivalent, and five (5) year's general construction and maintenance experience, including two years of lead or supervisory experience.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of City policies and procedures.
- Knowledge of the methods, tools and equipment used in the construction, repair and maintenance of roadways, infrastructure and structural components.
- Knowledge of safety rules, standards and practices for Public Works projects.
- Knowledge of traffic laws and rules involved in vehicle and equipment operation.
- Knowledge of the principles of record keeping and records management.
  
- Skill in reading, interpreting, understanding and applying technical regulations and policies and procedures.
- Skill in establishing cooperative working relationships with employees and City staff.
- Skill in supervision, coordinating staff, and delegating tasks and authority.
- Skill in promoting and enforcing safe work practices.
- Skill in safe and efficient operation of trucks and equipment according to standard operating and safety procedures.
- Skill in reading and interpreting maps, technical specifications and operations manuals for vehicles and equipment.
- Skill in following and effectively communicating verbal and written instructions.

**Special Requirements:** Possession of a Valid Arizona Commercial Drivers License; specific technical training, certifications or license endorsements may be required for some job assignments.

**Physical Demands / Work Environment:** Work is performed outdoors and in Public Works facilities.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*