

PUBLIC WORKS LABOR CREW LEADER

Department: Public Works

Classification: Non-Competitive

Specification Number: 3650

Approved: 1/3/24

Revised: 2/22/24 by JG

MINIMUM QUALIFICATIONS

Graduation from a standard senior high school or possession of a high school equivalency diploma, and five (5) years of experience in the maintenance and/or construction of roadways.

NOTE: Additional experience will be substituted for the high school requirement on a year-for-year basis.

NECESSARY SPECIAL REQUIREMENT

At the time of appointment and during employment in this title, candidates are required to possess a valid New York State driver's license appropriate for the vehicle to be operated determined by the appointing authority.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this title supervises one or more crews engaged in minor public works construction and maintenance projects. Responsibilities involve determining work methods and procedures as well as participating in the assignments. Supervision may be exercised over equipment operators, automotive mechanics, maintenance mechanics and laborers. Work is performed under the general supervision of an administrative supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES

Supervises crews in the mowing of grass;

Supervises crews in the construction, repair and maintenance of curbs, sidewalks, gutters, catch basins and concrete and asphalt pavements;

Supervises crews engaged in the maintenance and repair of parking lots and grounds, including drainage cleaning and repair;

May supervise crews who respond to emergency sewerage facility problems;

Supervises crews engaged in painting traffic markings on roadways and erecting and repairing traffic control signs in conformance with NYS laws and regulations;

Supervises numerous department crews and private contractors in sanding and salting of roads during the winter season;

May supervise the construction, repair and maintenance of sewerage facilities including sewers and pumping station;

Receives construction plans and specifications, estimates materials and personnel needs, submits requisitions for personnel and materials, schedules and coordinates the use of staff, materials and equipment;

Keeps records and prepares reports of work activities and materials used.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the principles, methods, materials and equipment common to public works construction projects; good knowledge of the occupational hazards and the safety precautions of public works construction; ability to plan, assign and supervise the work of crews and equipment in a manner conducive to full performance and high morale; ability to understand, interpret and effectively carry out written or oral instructions accompanied by construction plans; ability to keep records and make reports; physical condition commensurate with the demands of the position.