

Public Works Crew Leader

FLSA Status: Covered
Bargaining Unit: Portland City Laborers 483 (PCL)

General Summary

Positions in this class provide leadership to a crew of workers and assure that work projects are completed in accordance with plans, specifications, or goals and in a safe and efficient manner.

Public Works Crew Leader - 30000093

Distinguishing Characteristics

The Public Works Crew Leader leads and directs a work crew, requiring broad knowledge of project management, materials and equipment operation, safety, scheduling, work quality standards and practices, including employee and public relations. This class is distinguished from equipment operator by the level of knowledge of construction projects and involvement in project planning. Note: This is a premium pay class for assignment of lead duties. Employees do not accrue seniority or obtain status in this class. Employee is assigned from a base class.

Typical Duties/Examples of Work

1. Investigates facilities related to assignment, determines cause of problems, responsible party, identifies needed repairs and maintenance methods.
2. Works closely with operations and management personnel and others in planning and scheduling roadside, drainage or other maintenance and repair projects; reviews project requirements; coordinates and schedules personnel, equipment and materials needed.
3. Inspects job site; assures compliance with OSHA and other regulations, bureau safety rules and procedures; provides safest working environment for crew and public, and the safe and efficient operation of equipment; oversees groundwork and traffic control setup.
4. Operates equipment needed for the project; performs inspection of equipment and provides minor servicing and maintenance.
5. Provides leadership to crew; schedules and directs work of skilled and semi-skilled workers; trains new employees as needed; resolves work quality or personality conflicts with crewmembers; refers problem issues to supervisor.

6. Inspects work and monitors for compliance with city code, standards and practices; makes corrections as necessary.
7. Handles on-site public relations; responds to questions and concerns from the public and provides a positive image; explains bureau policies and repair and maintenance procedures.
8. Keeps accurate records of work accomplished using automated database and/or written records, including hours, materials, equipment and related issues; researches records.
9. Responds to and coordinates emergency call out of work crews for snow and ice removal, mudslides, floods, windstorms and other emergencies.
10. Responds to calls to work during emergencies.
11. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: the methods, materials, tools and equipment used in the maintenance and repair of facilities related to assignment; codes, regulations related to assignment; the principles and practices of traffic control and safety; labor and material estimating; employee relations; effective principles and practices of leadership

Ability to: learn and use safe working practices; diagnose incorrect equipment problems; lead, coach, monitor, motivate and correct staff; schedule and assigned work of others; work effectively with co-workers in a diverse workforce, and respond appropriately to question/concerns from other employees and the public

Skill in: the safe and effective application and operation of tools and equipment; reading maps and plans; researching records. Instructing and overseeing others in the safe and effective use of tools and equipment of street maintenance; exercising tact, diplomacy and persuasion with a diversity of others. Completing reports; performing measurements and arithmetic computations including multiplication, division, fractions, decimals and conversions

Special Requirements

Valid Class “A” Commercial Driver’s License; some positions may require additional endorsements, certifications and licenses

Classification History:

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study
1998-99.

June 2009 - Change Job Class number from 1228 to 30000093, due to system
change.

Revised: 7-1-17 Union changed from DCTU to PCL

Working Conditions

Work in this class is typically performed in a field environment. Incumbent is typically required to lift up to 100 pounds; to work outdoors in all weather conditions. To be called back to work during emergencies; to work in and around traffic; to be exposed to hazardous materials; to wear protective gear; some positions may require working at heights or in confined spaces.