

## Site Operations Crew Leader

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

### General Summary

Positions in this broad class participate in the work of and provide leadership to a crew of workers assigned to a specific permanent operational site or sites, such as Sunderland Yard Recycling Center, and assure that work projects are completed in accordance with plans and specifications, and in a safe and efficient manner.

### Site Operations Crew Leader - 30002133

#### Distinguishing Characteristics

The Site Operations Crew Leader participates in the work and leads a crew who maintain and operate specific site equipment, requiring broad knowledge of specific site maintenance needs, methods, materials and project management and equipment operation, safety, scheduling, work quality standards and practices, including employee and public relations.

#### Typical Duties/Examples of Work

1. Inspects permanent site operation and physical structures, determines cause of problems, and identifies needed repairs and maintenance methods.
2. Determines daily crew assignments to meet assigned priorities.
3. Sets an example of quality workmanship and team building; trains new employees; resolves work quality or personality conflicts with crew members; refers problem issues to supervisor.
4. Directs skilled and semiskilled crew members in the safe and efficient operation of equipment and process flow. Explains operational requirements and corrects improper actions. Inspects operational site; monitors compliance with OSHA and other regulations, City Code, bureau safety rules and procedures; provides safest working environment for crew and public, and the safe and efficient operation of equipment.
5. Operates heavy machinery including front end loaders, dump trucks, trailers, tractor trailer combination, rock crusher, and compost turning equipment; performs inspection of equipment and provides minor servicing and maintenance.

6. Handles on-site public relations; responds to questions and concerns from the public, contractors and other City crew members; provides a positive image; explains bureau policies and recycling processes and procedures
7. Keeps accurate records of work accomplished using automated database and/or written records, including hours, materials, equipment and related information.
8. Completes report forms in a timely manner and legibly writes description of work performed; uses computer to track time, materials, and equipment used on each project.
9. Coordinates routine and emergency equipment repairs with Fleet; works with mechanics to determine needed repairs and coordinates recycling activities around equipment when it is not operable.
10. Investigates infrastructure, building, and greenspace maintenance needs of the operational site, determines cause of problems, and identifies needed repairs and maintenance methods. Oversees the maintenance or repair or refers to supervisor.
11. Provides backup coverage to the truck scale house as needed; prepares end of day reports from software program associated with the truck scales and prepares bank deposits.
12. Responds to calls to work during emergencies.
13. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: the methods, materials, tools and equipment used in the facility and site operations, examples would be rock crushing, composting, equipment staging, structural and building operation inspections, the principles and practices of work site traffic control and safety; labor and material estimating; employee relations; effective principles and practices of leadership

Ability to: make minor equipment and structural repairs; learn and use safe working practices; diagnose 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 applicable tools and equipment; instructing and overseeing others in the safe and effective use of tools and equipment; exercising tact, diplomacy and persuasion with a diversity of others; completing reports 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: May 2014

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

**Working Conditions**

Work in this class is typically performed in an outdoor 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 work site traffic; to be exposed to hazardous materials; to wear protective gear.