



## CITY OF OVERLAND PARK - POSITION DESCRIPTION

<b>TITLE:</b>	Maintenance Crew Leader	<b>BAND/LEVEL:</b>	OPS IV
<b>DEPARTMENT:</b>	Public Works	<b>JOB NO:</b>	7650
<b>DIVISION:</b>	Maintenance	<b>DATE:</b>	02/08/2019
<b>REPORTS TO:</b>	Supervisor, Public Works	<b>FLSA STATUS:</b>	Non-Exempt
<b>FT/PT/SEASONAL:</b>	Full-time	<b>COST CENTER:</b>	321/330/331
<b>REPLACES:</b>	Maintenance Crew Leader	<b>LAST REVISED DATE:</b>	11/01/2018

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**JOB SUMMARY STATEMENT:** Supervises and trains field staff in the operation, maintenance and repair in one of the following areas: municipal streets system, traffic management system or storm water management system. As assigned; coordinates and oversees the work of field staff and private contractors, assists in the development of work plans, task schedules, allocation of resources, work documentation and oversight of work quality standards. Serves as Acting Supervisor in their absence and participates in snow removal operations as required.

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### DUTIES AND RESPONSIBILITIES:

1. Supervises assigned Maintenance Division employees in the performance of field maintenance work. Provides assessment and input into performance reviews, promotions, and disciplinary actions.
2. Trains assigned personnel in safety, proper equipment use, and general work procedures. Assesses skills and training needs to aid in their development.
3. Participates in developing plans and work schedules for annual maintenance and/or repair projects. Determines personnel, equipment and material resources needed to complete assigned tasks and coordinates to ensure work is completed in an efficient manner.
4. Oversees assigned field work to ensure work time schedules and quality standards are being met. Maintains awareness of current design standards and field work methods for assigned projects or tasks.
5. Reads and interprets blue prints, schedules utility checks, and develops daily work plans for assigned personnel. Anticipates problems and develops corrective measure plans.
6. Assists in responding to inquiries and complaints regarding maintenance and/or repair work assigned. Uses tact and professionalism in responding to inquiries, complaints or customer service requests.
7. Participates in snow & ice control operations as required. Assists in development of snow and ice control procedures, personnel training and plan documentation.
8. Facilitates and participates in various problem-solving teams when assigned. Participates in committees and study groups when required.
9. Coordinates assigned work activities with private contractors, external departments or outside agencies as needed. Effectively communicates plan work objectives and/or changes as needed to efficiently perform assigned work.
10. Acts as Maintenance Supervisor in his/her absence. Exercises authority to sign invoices and leave requests while serving as Supervisor. Makes work-related decisions as required.

11. Enters information into work management system to account for resources and activities on project sites and work orders.
  12. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
  13. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time, and scheduled work breaks, where applicable.
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## **DUTIES SPECIFIC TO AREA ASSIGNED**

### **STREETS**

1. Primary focus on the maintenance, repair and general upkeep of public streets, curbs, bridges, sidewalks, retaining walls and parking lots. Directly or through delegation to assigned subordinates will lead and oversee the field work performed in the primary focus area, (e.g., street crack sealing, asphalt paving, concrete placement, asphalt milling).
2. Will maintain general knowledge of the practices and principals associated with the maintenance and repair of the work performed in the primary focus area. Will be familiar with material specifications and work quality standards for asphalt paving, crack sealing and concrete placement.
3. Will be familiar with the operation and care of common daily used equipment, (e.g., crack sealers, asphalt pavers, rollers, milling machines, asphalt hot boxes), so as to effectively oversee their correct use and application.

### **TRAFFIC**

1. Primary focus on the maintenance, repair and general upkeep of municipal traffic signal, street lights, traffic signs, guard rails and pavement markings. Directly or through delegation to assigned subordinates will lead and oversee the field work performed in the primary focus area, (e.g., trouble shooting of street light and traffic signal operation problems, repair/replacement of street lights and traffic signals, painting of street pavement markings, replacement of street signs and installation of temporary traffic control systems).
2. Will maintain general knowledge of the practices and principals associated with the trouble shooting, maintenance and repair of the work performed in the primary focus area. Will be familiar with equipment specifications, industry procedure standards and regulations for repairing street lighting systems, traffic signaling devices, replacement of pavement markings/ road signs and installation of temporary traffic control measures.
3. Will be familiar with the regulatory requirements and best management practices for the operation and care of traffic signals, street lights, traffic signs, guard rails and pavement markings. Will maintain Level I certifications in IMSA Roadway Lighting and Traffic Signals and Level III in ISMA Signs and Markings or other equivalent industry/government certification program.
4. Will be the primary field liaison with Police and external public entities in the planning and implementation of temporary traffic control for special events. Coordinates with supervisors on overtime staffing needs and individual work assignments for after hour events.

## GENERAL QUALIFICATIONS

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### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education in high school diploma or additional equivalent certification.
- Maintain certifications as applicable to the specific duties in the assigned area.
- Possession of a valid Class A commercial drivers' license with air brakes and tanker endorsements within six months from date of hire.
- Must maintain an insurable driving record.

### EXPERIENCE:

- Two years of general construction or maintenance experience, preferably in the areas of public utilities, traffic control or street infrastructure.
- Minimum of one year experience leading or supervising the work of field personnel.

### SKILLS:

- Good oral and written communication skills.
- Good listening skills.
- Ability to read and comprehend.
- Ability to facilitate meetings.
- Ability to prioritize work.
- Good computer application skills.
- Basic construction aptitude.
- Operation of heavy and light construction equipment.
- Ability to use automated work management system.

### MENTAL REQUIREMENTS:

- Diplomacy and judgment.
- Ability to assess situation and use judgment in responding.
- Ability to work under distracting conditions.
- Ability to adapt to changing environment.
- Mechanical aptitude.
- Electronic/electrical aptitude.
- Concentration.
- Ability to analyze safety situations.
- Ability to recognize and protect confidential information.
- Ability to analyze problems and recommend possible solutions.
- Alpha and numeric recognition.
- Ability to train and guide others.
- Ability to read and interpret blueprints and write specifications.

### PHYSICAL REQUIREMENTS:

- Exposure to temperature extremes.
- Exposure to traffic fumes and noise.
- Ability to work at heights up to 50 feet.
- Ability to be attentive for long periods of time.
- Mobility to visit all work sites within the City of Overland Park.
- Visual stamina and acuity adequate to review alpha/numeric data.
- Ability to distinguish colors.
- Ability to distinguish smells.
- Ability to work in confined spaces.
- **SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS.**

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- Maintenance Workers.
- Equipment Operators.
- Construction Specialists.
- Sweeper Operators.
- Traffic Control Technician.
- Street Lighting Technician.
- Traffic Signal Specialists.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

**ESSENTIAL FUNCTIONS**

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even and uneven surfaces
Walking	Frequent	even and uneven surfaces
Sitting	Frequent	motor vehicle operation
Driving	Frequent	motor vehicle operation
Bending	Frequent	various postures required to complete requirements
Stooping	Frequent	various postures required to complete requirements
Twisting	Frequent	various postures required to complete requirements
Kneeling	Frequent	various postures required to complete requirements
Squatting	Frequent	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional	enter / exit vehicle - cab and truck bed
Ladders	Occasional	enter / exit various surfaces on vehicles

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Hub	58 lbs.	24-0 inches	variable	occasional	two hand lift
Brake Drum	50 lbs.	0-24 inches	variable	occasional	two hand lift
Miscellaneous tools	0-10 lbs.	0-60 inches	variable	frequent	one or two hand lift
Tack Oil Wand	7 lbs.	0-69 inches	variable	occasional	street repair
Shovel with asphalt	0-35 lbs.	0-56 inches	variable	occasional	street repair
Street saw	40 lbs.	0-19 inches	variable	occasional	street repair
Wand	5 lbs.	0-69 inches	variable	occasional	street repair
Spray cart	90 lbs.	0-49 inches	variable	occasional	bridge crew - 2 person
Traffic cones	25 lbs.	0-49 inches	variable	occasional	bridge crew
Traffic barcade	22 lbs.	0-49 inches	variable	occasional	bridge crew
Carbite Blade	61 lbs.	0-24 inches	variable	occasional	two person lift
Material Spinner	100 lbs.	0-24 inches	variable	occasional	two person lift
Tailgate doghouse	95 lbs.	0-61 inches	variable	occasional	two person lift
Rubber Blade	90 lbs.	0-24 inches	variable	occasional	two person lift
Backing Plate	150 lbs.	0-24 inches	variable	occasional	two person lift
Concrete	80 lbs.	floor to waist	variable	occasional	misc. requirements

*\* This is a list of observed essential functions on one date only that provides a sample range of occupational requirements; there are other items that are required to be lifted as a requirement of this position. Frequencies will be variable and dependent on type of work that is required at given time.*

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Hub	58 lbs.	0-5 feet	variable	occasional	two hand carry
Brake Drum	50 lbs.	0-5 feet	variable	occasional	two hand carry
Miscellaneous tools	0-10 lbs.	0-100 feet	variable	occasional	two hand carry
Tack Oil Wand	7 lbs.	0-30 feet	variable	occasional	two person carry
Shovel with asphalt	0-35 lbs.	0-15 feet	variable	frequent	street repair
Street saw	40 lbs.	0-50 feet	variable	occasional	street repair
Wand	5 lbs.	0-15 feet	variable	occasional	street repair
Spray cart	90 lbs.	0-10 feet	variable	occasional	bridge crew
Traffic cones	25 lbs.	0-200 feet	variable	occasional	bridge crew
Traffic baracade	22 lbs.	0-200 feet	variable	occasional	bridge crew
Carbite Blade	61 lbs.	0-10 feet	variable	occasional	two person carry
Material Spinner	100 lbs.	0-25 feet	variable	occasional	two person carry
Tailgate doghouse	95 lbs.	0-25 feet	variable	occasional	two person carry
Rubber Blade	90 lbs.	0-10 feet	variable	occasional	two person carry
Backing Plate	150 lbs.	0-10 feet	variable	occasional	two person carry

*\* This is a list of observed essential functions on one date only that provides a sample range of occupational requirements; there are other items that are required to be lifted as a requirement of this position. Frequencies will be variable and dependent on type of work that is required at given time.*

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
Air compressor vacuum / charger	18.5 lbs.	occasional	horizontal force; two hand push
Tire from ground level	38 lbs.	occasional	vertical force; two hand push
Torque required to utilize tools	variable	variable	one or two hand requirement
Street roller	20 lbs.	occasional	street repair - 2 hand push
Street saw	35 lbs.	occasional	street repair - 2 hand push
Snow plow	40 lbs.	occasional	2 hand push
Spray cart	15 lbs.	occasional	bridge crew - 2 hand push
Material Spinner	100 lbs.	occasional	two person push - 20 inches

*\* This is a list of observed essential functions on one date only that provides a sample range of occupational requirements; there are other items that are required to be lifted as a requirement of this position. Frequencies will be variable and dependent on type of work that is required at given time.*

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Air compressor vacuum / charger	18.5 lbs.	occasional	horizontal force; two hand pull
Torque required to utilize tools	variable	variable	one or two hand requirement
Street roller	20 lbs.	occasional	street repair - 2 hand pull
Street saw	35 lbs.	occasional	street repair - 2 hand pull
Snow plow	40 lbs.	Occasional	2 hand pull
Spray cart	15 lbs.	occasional	bridge crew - 2 hand pull
Material Spinner	100 lbs.	occasional	two person pull - 20 inches

*\* This is a list of observed essential functions on one date only that provides a sample range of occupational requirements; there are other items that are required to be lifted as a requirement of this position. Frequencies will be variable and dependent on type of work that is required at given time.*

REACHING	DURATION	DESCRIPTION
Below Knee Height	frequent	type of job dependent
Below Waist Height	frequent	type of job dependent
Forward > 2 Feet	frequent	type of job dependent; motor vehicle operation
Above Shoulder Height	frequent	type of job dependent
Lateral Reach	frequent	type of job dependent; motor vehicle operation

*\* Duration is rated on highest observed required level of performance; certain requirements may be at a lesser level.*

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	type of job dependent; motor vehicle operation
Pinching	frequent	type of job dependent; motor vehicle operation
Wrist Flexion & Extension	frequent	type of job dependent; motor vehicle operation
Wrist Lateral Deviations	frequent	type of job dependent; motor vehicle operation
Pronation & Supination	frequent	type of job dependent; motor vehicle operation

*\* Duration is rated on highest observed required level of performance; certain requirements may be at a lesser level.*

**Proprioception Requirements:** maintenance are required to be able to identify / assemble / disassemble items (nuts, bolts, washers, etc.) with bilateral hands / fingers without having a direct line of site to the item.

**Stairs:** all maintenance employees are required to be able to enter / exit vehicles with steps 19 inches and 27 inches.