



## Class Description

**Class Title: CREW SUPERVISOR I**  
**Class Code: 330**

### **General Description**

The purpose of this class within the organization is to supervise crews installing, maintaining and repairing construction tasks.

This class works under close to general supervision according to set procedures, but determines how or when to complete tasks.

### **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

### **Essential Functions:**

Supervises the work of crew members and operators in the repair, maintenance or construction of streets, water and sewer facilities, highways and bridges, municipal parks, grounds and facilities.

Inspects work in progress to ensure conformance with safety.

Estimates the amount of material to be used on a job.

Checks and completes work orders and prepares reports.

Assigns work orders to crew.

Tests fire hydrants using the flow test.

Leads and participates in a variety of sewer maintenance work.

Handles customer service and solves problems or complaints.

Assists crew members in the operation of various types of trucks and equipment.

Responds to emergency situations including snow, flooding, and other emergencies.





## Class Description

Engages in safe working practices and complies with safety programs and guidelines.

Reports and monitors unsafe working conditions.

Complies with safety competencies.

### **Additional Duties:**

Performs related work as assigned.

### **Responsibilities, Requirements and Impacts**

#### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters or posts data or information.

#### **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Provides information, guidance or assistance to people that directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

#### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.





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### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.

### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads routine sentences, instructions, regulations, procedures or work orders; writes routine sentences and completes routine job forms and incident reports; speaks routine sentences using proper grammar.

### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for the actions of others, requiring almost constant decisions affecting co-workers, crime victims, patients, customers, clients or others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs semi-skilled work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.





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### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is moderate – affects those in work unit.

### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs heavy work that involves constantly lifting, shoveling, and carrying 35 to 50 pounds on a regular and recurring basis and exerting 100 pounds of force on a frequent basis.

### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

### **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Bright/dim light; dusts and pollen extreme heat and/or cold; wet or humid conditions; extreme noise levels, animals/wildlife vibration; fumes and/or noxious odors traffic; moving machinery electrical shock; heights other extreme hazards not listed above: large amounts of fresh water, raw sewage, and sewer gas.





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### **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

### **Minimum Education and Experience Requirements:**

Requires High School graduation or GED.

Requires two years' experience in semi-skilled maintenance or construction work.

### **Special Certifications and Licenses:**

Valid Virginia Driver's License.

### **Americans with Disabilities Act Compliance**

The City of Petersburg is an Equal Opportunity Employer. ADA requires the City of Petersburg to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

