



Class Description

Class Title: CREW LEADER

Class Code: 329

General Description

The purpose of this class within the organization is to install, maintain, construct and repair municipal grounds and facilities.

This class works under close supervision according to set procedures.

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:

Receives work instructions from supervisor.

Operates equipment; transports crew.

Evaluates the quality of work performed.

Assists in performing general building maintenance and repair, including rough carpentry, pouring and finishing concrete, painting and related work.

Spreads asphalt in patching and repairing streets.

Sets up traffic warning devices and barricades and directs traffic around work sites.

Checks and inspects barricades daily for proper placement and visibility.

Performs general grounds keeping such as planting flowers, shrubs and trees; trimming shrubs and trees; watering and fertilizing lawns; raking leaves; mowing grass.

Shovels snow or operates snow removal equipment to maintain streets, parking lots, and sidewalks.





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Assists in making minor repairs on county buildings and facilities requiring some skill in carpentry, painting, and plumbing.

Removes and cleans up debris from construction, maintenance, or repair work around buildings and grounds.

Digs ditches, trenches and post holes and load dirt and construction materials.

Mows Grass; sprays herbicide on city streets, sidewalks, and grounds for appearance and safety.

Additional Duties:

Fixes and repairs water and sewer lines.

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.

Compares or inspects data, people, or things against a standard.

People Responsibility:

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

Serves others such as customers, attends to their requests and exchanges information with them.

Asset Responsibility:

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

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.





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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 simple sentences, instructions or work orders; writes simple sentences and completes simple job forms; speaks simple sentences using basic 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 guiding others, requiring a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions, but with some 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 moderately serious – affects work unit and may affect other units or citizens.

Physical Demands:

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

Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

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 moderate 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.

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 toxic/caustic chemicals; explosives; violence: gas lines, trees, hot asphalt, electrical shock.





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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 responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent.

Requires one year experience in semi-skilled maintenance or construction work.

Special Certifications and Licenses:

Valid Virginia Driver's License.

Valid Commercial 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.

