



**Position Title:** Crew Lead

**Department:** Public Works

**Reports to:** Director of Public Works and Foreman

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### **JOB SUMMARY**

The Public Works Crew Lead directs and completes designated field activities of the Public Works Department involving the construction, maintenance and repair of roads and public rights-of-way; or involving the collection and disposal of residential and commercial refuse, residential brush and yard waste and/or recyclables; or a combination of both. Performs related duties as required.

### **ESSENTIAL FUNCTIONS**

- Oversees designated functions performed in a Public Works Department.
- Reviews work orders and service requests, determines priority status, staffing, equipment and supply needs and makes work assignment accordingly.
- Evaluates the efficiency and cost effectiveness of systems and procedures and recommends/implements changes as needed.
- Coordinates and supervises a moderate work unit of skilled equipment operators, semi-skilled and unskilled laborers, engaged in a variety of functions involving either roadway maintenance or solid waste collection and disposal or a combination of both.
- Assigns & ensures completion of work orders.
- Trains employees.
- Interprets rules, policies and procedures for staff members.
- Counsels with and corrects employees as needed.
- Inspects field projects and completed work assignments of subordinates to ensure deadlines and expected standards are met.
- Assists in the investigation and or resolves issues/complaints/requests from the public.
- Performs various administrative duties.
- Prepares a variety of records and reports pertaining to work center operations, costs and productivity.
- Prepares and delivers presentations as needed to upper-level management and/or the community.
- Prepares and transmits communications, instructions, and policies to subordinates.
- Determines staff and equipment needs.
- Reviews cost estimates, proposals, and invoices.

### **SUPERVISION EXERCISED/RECEIVED**

- Receives direction from, and reports to the Director of Public Works, and Public Works Foreman, who is consulted on complex or unusual matters.
- Responsible for all employees assigned to the Public Works Department.
- Directly supervises employees of a lesser grade and/or crew members, and indirectly supervises equipment operators, skilled and unskilled laborers.

### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

The work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The office work area is adequately lit, heated, and ventilated. In the field, however, the employee is exposed to the elements, hazards of construction work sites, occasional loud noises and near heavy equipment and vehicles. The employee is also occasionally subjected to various chemicals and dangers surrounding hazardous waste or materials.

Employees typically spend a great deal of time working in various locations outside the office and are subject to various weather conditions.

Employees may be required to work irregular hours or weekends on special projects or emergencies.

### **QUALIFICATIONS**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.*

- **Education/Training:** Training in a public works–related field or possession of a relevant trade certification is preferred.
- **Experience:** Minimum of two (2) years of progressively responsible experience in municipal government, maintenance, waste collection/disposal, or environmental enforcement. At least one (1) year of this experience should be in a lead or supervisory role.
- **License/Certificate:** Possession of a valid Maryland driver's license, and valid POST management certificate.

### **COMPENSATION AND BENEFITS**

- Salary range: [\$XX, XXX-\$XX, XXX] annually
- Vacation leave, sick leave, bereavement, and parental leave.
- Health, dental, and vision benefits.
- Maryland State Retirement System.