

CREW COORDINATOR

DEFINITION OF WORK

Under immediate supervision, performs responsible semi-skilled maintenance, repair or construction work; does related work as required.

EXAMPLES OF WORK

Supervises and participates in the work of unskilled and semi-skilled workers and equipment operators in the repair, maintenance or construction of streets, water and sewer facilities, highway and bridges, other municipal parks, grounds, golf courses and facilities; assists a senior supervisor overseeing a large crew of unskilled and semi-skilled workers; discusses job requirements with and receives detailed instructions from supervisor; inspects work in progress to assure conformance with instructions; makes and adjusts work assignments; requisitions necessary equipment and materials; maintains time and material records; prepares simple work reports; performs or assists in performing more difficult tasks; trains and instructs personnel; performs semi-skilled work on the job site; loads junk, debris and bulky waste onto hoist and scow bed, also dumps truck at the landfill; manually collects and gathers trash, rubbish, junk, old appliances, old furniture, etc. from private premises and at illegal dump sites. Mows and trims grass, shrubs on business/residential lots; uses standard tools and equipment of the trade; cleans and cares for tools and equipment.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma and considerable experience in semi-skilled maintenance or construction work and the operation of motorized equipment.

Knowledge, Skills and Abilities: General knowledge of municipal street repair, maintenance and construction practices; general knowledge of ground maintenance and construction practices; general knowledge of the principles and practices of operation and servicing trucks and related medium construction and ground maintenance equipment; general knowledge of the traffic laws and regulations governing equipment operation; general knowledge of the occupation hazards involved and the safety precautions necessary to the proper operation of varied construction and maintenance equipment; skill and care in the operation of several types of trucks and construction equipment; ability to follow oral and written directions; mechanical aptitude; ability to make minor repairs and adjustments to equipment; ability to assign and supervise the work of others; ability to prepare simple reports.

SPECIAL REQUIREMENT

Possession of a valid North Carolina Class B Commercial driver's license.