

JOB TITLE: Concrete Crew Chief

JOB NO: MT009117

JOB FAMILY: Maintenance/Trades

FLSA: Non-Exempt

SAFETY SENSITIVE: Yes

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To plan, schedule and oversee the work of a concrete crew including repairing damaged concrete and installing new concrete; and to perform a variety of technical tasks relative to the general maintenance and construction function.

SUPERVISION

General supervision is provided by the Streets Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, prioritize, oversee and review the work of assigned staff; provide training and direction as needed; establish schedules and methods for concrete crew; implement policies and procedures.
2. Operate a variety of complex equipment including dump trucks, backhoes, air compressors, jackhammers, concrete saws and mixers, hammer drills, generators and other similar equipment and machinery in repairing and installing concrete and other materials.
3. Prepare concrete base including setting wood forms, and positioning steel; measure and pour concrete; remove wooden forms; clean site.
4. Order and maintain concrete and associated materials.
5. Prepare site location including placing barricades; verify employee compliance with safety regulations including wearing appropriate clothing, erecting proper barricades and signage and using proper equipment and materials.
6. Installation of water, wastewater and service lines when assigned to Utilities Division.
7. Participate in a variety of activities involving travel between various City facilities and to other related external business and government agencies, which may include site preparations and evaluations.
8. Identify equipment needs for each assigned site; prepare and organize work methods and procedures; transport assigned staff to site location; ensure proper materials and tools are available to the assigned staff when they are needed.
9. Answer questions and provide information to the public pertaining to project site including informing people of hazardous areas and removal of vehicles.
10. Inspect the equipment of assigned staff.

OTHER DUTIES AND RESPONSIBILITIES

1. Provide technical support to assist division staff in the completion of their duties and responsibilities; provide training and direction as needed.
2. Collect and assign daily schedules; report all daily work to appropriate division staff member; report progress or lack of progress to supervisor; verify employee timesheets including accurate times and proper format.
3. Operate sanding trucks; distribute sanding materials on roads under freezing and snowy conditions. (STREETS)
4. Respond to emergency situations as requested including hazardous and severe weather conditions.
5. Implement solutions to drainage problems. (STREETS)
6. Prepare and maintain profiles of existing grades; establish grades as necessary.
7. Reconstruct street breakdowns.
8. Maintain proper dumpsites.
9. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

One year of experience in leading and supervising a concrete crew.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

Possession of a valid Class A Texas driver's license or obtain a Class A commercial driver's license within 90 days of employment. Failure to obtain a Class A driver's license within 90 days of employment will result in nondisciplinary termination.

Obtain a Class "C" Distribution certification from Texas Commission on Environmental Quality within one year following successful completion of probationary period, when assigned to Utilities, if hired after January 1, 2003. Failure to obtain certification will result in nondisciplinary termination.

COMPETENCIES

An employee's performance will be evaluated based on five competencies:

- 1) Job Knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Pertinent federal, state and local laws, codes and regulations, particularly those applicable to concrete structures and construction.

Purposes and uses of a variety of vehicles, equipment, electrical tools and hand tools including motorized and hydraulic equipment.

Proper safety precautions related to all work performed.

Operation, maintenance and basic repair of a variety of machinery, equipment and tools used to perform assignments.

Safe work practices.

Skill in:

Operating various types of concrete equipment including dump trucks, backhoes, air compressors, jackhammers, concrete saws and mixers, hammer drills, generators and other similar equipment.

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.

Use oral communication clearly and concisely.

Operate a motor vehicle.

Effectively direct the work of assigned staff.

Understand and follow oral and written instructions.

Tactfully respond to requests and inquiries from the general public.

Pass a medical physical examination.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *operating assigned equipment*
- *performing manual labor for extended periods of time under unfavorable and/or extreme weather conditions*
- *exposure to dust, fumes and loud noises typically encountered in street and alley maintenance and construction*
- *lifting, pushing or pulling equipment and/or supplies used in concrete finishing*
- *walking, standing or sitting for extended periods of time*
- *stooping, crouching or crawling to perform concrete pouring and finishing duties.*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment according to safety standards.*

Director of Human Resources

Date

Department Director

Date

ISSUED DATE: February 1993

REVISION DATE: July 1995; January 2002; August 2003; September 2004

