

NEW CASTLE COUNTY GOVERNMENT

Number 0775

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Date 10/27/15

CLASS SPECIFICATION

Title: CREW CHIEF I

Approved:



GENERAL STATEMENT OF DUTIES: Oversees the work of a small crew of Maintenance and Construction Workers and Motor Equipment Operators engaged primarily in parks, sewer line construction, maintenance operations, and drainage; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs routine supervisory work which involves assigning and inspecting the work of semiskilled or unskilled Maintenance and Construction Workers and Motor Equipment Operators engaged in a variety of jobs. This employee will perform or assist in performing the work of the crew to complete assignments. Areas of work and standards to be met are discussed and assigned in detail by a Crew Chief II or other designated supervisor, and the work performed is checked in process and upon completion.

EXAMPLES OF WORK: (Illustrative only)- Supervises the work of a crew in drainage, parks construction, and maintenance, performing ditch and storm drainage maintenance, cleaning right-of-way ditches, maintaining streets, removing snow, cutting grass, and in-grounds maintenance, and other tasks involving manual labor operations;

- Inspects work in progress to assure conformance with instructions;
- Makes and adjusts work assignments;
- Maintains time and work order records;
- Prepares written work reports;
- Trains and instructs subordinates;
- Performs or assists in performing tasks of the crew in order to complete assignments;
- Drives a truck or motorized equipment;
- Reviews and administers corrective or disciplinary action for employees;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of standard tools and practices used in general labor work; good knowledge of the hazards and the necessary safety precautions involved in maintenance work; good knowledge of grounds maintenance practices and procedures including the use of applicable chemicals; ability to assign and supervise the work of others; ability to interpret survey

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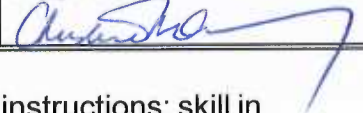
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stakes and set grades; ability to understand and follow oral and written instructions; skill in the use of common hand tools.

MINIMUM QUALIFICATIONS: At least one (1) year experience as a semiskilled laborer, one (1) year supervisory experience and possession of a high school diploma or GED; or an equivalent combination of experience, education or training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class II County physical examination and background check; possession of a valid Delaware commercial driver's license Class B (CDL B) or its equivalent is required; endorsements to the CDL B license regarding air brakes may be required dependent upon the job duties and responsibilities of a particular position; possession of a State of Delaware license for Restricted use of Pesticides may be required dependent upon job duties and responsibilities of a particular position.

HISTORY OF REVISIONS:

Established:	04/29/74
Revised:	07/09/75
Revised:	02/12/82
Revised:	05/02/83
Revised:	05/15/89
Revised:	05/01/91
Revised:	01/01/96
Revised:	03/01/00
Revised:	07/02/02
Revised:	02/01/08
Revised:	12/02/11
Revised:	10/27/15