

Position: Crew Leader - Drainage
Class Structure: Maintenance & Operations
Class: Maintenance & Operations Specialist
Level: 3
Dept.\ Div: Street Department
Pay: \$ 35,680- \$ 45,680
Reports To: Street Superintendent
Posting Date: March 20, 2017
Closing Date: Open Until Filled

Job Summary:

Public Works is hiring Crew Leaders positions in several sections. Crew Leader directs a small skilled crew in the routine maintenance, repair, and construction in one or more areas in Public Works or other related City facilities involving large installations, maintenance, repair, and construction activities or coordination of a service related to one or more areas such as street, drainage, right-of-way, sidewalk, and traffic maintenance.

Currently there is a need for Drainage crew leader and a pavement lifting crew leader. This is a great opportunity for candidates that have a Commercial Driver's license, and have worked in the construction trades but do not want to travel. The majority of work assignments are within a 10-mile radius. Currently, we are looking for candidate's street and drainage maintenance experience, related to Public Works Department.

Key Job Responsibility:

- Performs and coordinates skilled maintenance and operational activities
- Provides technical knowledge regarding assigned functions
- Plan materials, supplies, equipment, and personnel needed to complete assignments.
- Monitor progress of work at site and resolves field problems as they occur.
- Interpret maps, diagrams, written instructions, and specifications in completing work assignments.
- Prepare or reviews for accuracy information concerning time, materials, and personnel time records. Update maps and computer databases as needed.
- Ensures that proper procedures are followed and service quality levels are maintained
- Maintains vehicles and equipment assigned to the team.
- Operates a variety of equipment consistent with street & drainage operations
- Assist and work with other City Crews as required
- Assist in and support of City emergencies
- Coordinate after hour responses, May be on Call 24 hours for emergency responses
- Performs other related duties and fulfills responsibilities as required

Knowledge \ Skills:

- Planning, prioritizing, assigning and monitoring the completion of work by others
- Equipment, tools, materials, principles and practices of drainage activities
- Troubleshooting, diagnosing and analyzing issues

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- Mathematical concepts
- Prepare reports, logs and activity documentation
- Ability to work independently and/or in a team environment and able to exercise good judgment
- Traffic Control and Work Zone standards

Minimum Qualifications:

- High School Diploma or GED, supplemented by college coursework or specialized training, and five years related experience with CDL – class A; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job
- Physical Requirements: Must be able to walk, bend and lift heavy loads up to maximum 100 pounds. Working conditions are primarily outdoors.

Licensing/ Certifications:

- Valid Class-A CDL is required.

Applications can be picked up at 2610 South Main, Stafford, Texas 77477

Contact person: Juan Hernandez (281) 261-1693 or jhernandez@staffordtx.gov