

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Team Leader</u>
Sch & Grade	<u>CTL-11</u>
Class Code	<u>GN02</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Maintenance</u>

PRIMARY PURPOSE:

Serves as a Team Leader in the Public Works or Environmental Services Department. Supervises and routinely participates in the construction, repair, maintenance, clearance, cleaning, vegetation control, traffic signing and pavement marking of the City's streets, alleys, ditches, waterways, bridges, sewer collection systems, and public grounds.

SUPERVISION:

Serves under the direction of a Traffic Controls, Street or Public Grounds Maintenance Supervisor in the Traffic Signing and Pavement Markings, Street Maintenance, Street Repair, Waterways and Bridges, Right-of-Way Clearance, or Arboriculture Horticulture workgroups and Sewer Operations. Directs the work of a team, which may include full-time, temporary/seasonal and contract employees.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Directs employees and routinely participates in the construction, repair, maintenance, clearance, cleaning, vegetation control, traffic signing and pavement marking of the City's streets, alleys, ditches, waterways, bridges, public grounds, and sewer collection system, depending on team assignment.
2. Oversees, directs workers, and routinely participates in such processes as excavating, grading, concrete work, installing drainage tile, seal coat surface work, crack filling, asphalt paving, road stabilization, chemical vegetation control, aerial tree work, cemetery land sales and burial services, traffic signing, pavement marking and sewer cleaning/repair/CCTV inspections.
3. Directs the work of outside contract service companies in performing various landscape construction and maintenance functions, installation of traffic signing and application of pavement markings.
4. Assists the supervisor in the planning and scheduling of project; estimates and determines material, manpower and equipment needs for projects.
5. Prepares and maintains records and files as required.
6. Drives to a variety of work sites as assigned.
7. Reads and interprets construction and blueprints.
8. Assists in ensuring that team members follow proper safety procedures and that all equipment is kept in safe working order.
9. Utilizes computer software applications in performing duties.
10. Assigns daily work to teams.
11. Routinely operates dump trucks, snow plows, etc. for the purpose of completing job duties such as snow and ice removal and other emergency situations.

IMPORTANT FUNCTIONS:

1. Maintains equipment and tools through proper care and maintenance.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, procedures, materials and equipment involved in the construction, repair, maintenance, cleaning, vegetation management, traffic signing and pavement marking of the City's streets, alleys, ditches, waterways, bridges, and public grounds; depending on work assignment, appropriate knowledge of a variety of specialized processes for street and public grounds related projects such as excavating, grading, concrete finishing, asphalt paving, paver installation and repair, mowing, street cleaning, planting, irrigation systems installation, repair and maintenance, tree pruning and tree removals, installation of traffic signs and application of pavement markings, etc.; basic math as it relates to calculating estimates for materials, manpower, etc.; basic knowledge of computer software applications for completing routine job assignments.

Abilities

Direct the work of assigned team members; provide appropriate direction for a variety of construction, maintenance, and/or repair procedures such as concrete and asphalt work, paver installation, stamped concrete paving, landscaping, operation of various heavy and medium-size equipment, installation of traffic signs and application of pavement markings; read and interpret construction plans and blueprints; accurately determine and estimate kinds and quantities of materials needed for projects and chemical applications; accurately maintain records and prepare reports which may include computer use; direct and participate in the completion of projects in a manner consistent with safety principles; follow oral and written instructions; communicate effectively verbally and in writing; present an overall professional image; deal effectively and courteously with associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a threat to the health and safety of others.

Experience, Education, and Training

A minimum of three years experience in construction, repair, maintenance, clearance, cleaning, vegetation clearance, traffic signs and pavement markings of streets, alleys, ditches, waterways, bridges, public grounds, sewer construction, sewer cleaning and, sewer repair of Public Works, Parks, Airport, Environmental Services or comparable areas of responsibility with at least one year of experience at the Grounds Maintenance or Arboriculture Crew Leader, Equipment Operator II, Sewer Cleaning Working Leader, Sewer Repair Working Leader or equivalent level of responsibility. Experience must be commensurate with appropriate program area for current vacancy. Demonstrated leadership skills and abilities are desirable.

Physical Requirements

Performs bending, climbing, and reaching both to ground level and overhead; must be able to hold and grip objects. Lifts and carries up to 100 pounds; pushes and pulls up to 150 pounds; holds and grips objects; subject to periods of prolonged standing and working in awkward positions. Ability to operate a computer keyboard and mouse.

Working Environment

Primarily outdoors with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to mechanical hazards associated with light and heavy equipment as well as other safety hazards associated with working in and around high volume traffic; may be exposed to constant or extreme noise and fumes/odors.

Licensing/Certification

Must obtain and maintain a Class "A" Commercial Driver's License (CDL) with appropriate endorsements in certain program area assignments within the following guidelines: Pass written portion of exam within 90 days of employment and skills test portion within 120 days of employment depending on departmental assignment. Depending on departmental assignment, possession of or obtaining one or more of the following within the probationary period may be required: Tree Care Industry Association Electrical Hazard Awareness Program certification, a valid state pesticide Public Operator's License in Right-of-Way or Ornamental & Turf Category, a valid International Society of Arboriculture Certified Arborist, a Missouri Water Environment Association (MWEA) Class C Collection Systems Operator Certification . Professional Grounds Management Society's Grounds Manager certificate is desirable depending on assignment.

Miscellaneous Requirements

Subject to emergency call-in.

Last Revision: February 21, 2012 **GENERAL ORDINANCE NO.** 5188

Comments: Updated Abilities **Date:** June 3, 2002

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____