



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 576.0

Job Title: **CREW LEADER**

Pay Grade: 11

### **GENERAL SUMMARY:**

Supervises field personnel engaged in the maintenance of city streets, parks, gas, water and/or wastewater systems.

### **RESPONSIBILITIES:**

- Supervises field crews engaged in the daily performance of general repairs, replacement and maintenance activities.
- Transports crews to and from various job locations; drives trucks and operates equipment.
- Assists field crewmembers in performance of daily assignments.
- Compiles, prepares and submits required reports.
- Inspects and maintains work vehicles and equipment, including lubrication and washing.
- Investigates and responds to community complaints.
- Observes safety regulations and ensures that field crews do the same.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED. May require a Texas Class C driver's license and compliance with the City of Houston's policy on driving.

#### **EXPERIENCE:**

One year of related experience in the maintenance field is required.

#### **COMPLEXITY:**

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

#### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves general scheduling and review of work as a "working supervisor" or lead person.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

### **WORK ENVIRONMENT:**

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Crew Leader  
Assistant Field Supervisor  
Field Supervisor

*Effective: October 1990*

*Revised: April 1992*