CREW CHIEF

Department: **DPW**
Divisions: **Solid Waste**
Appointing Authority: **Director**

Grade: **12**
Revision Date: **11/19**
Bargaining Unit: **W**

Definition:

Skilled, technical and responsible work in the Solid Waste Division of the Department of Public Works (DPW). Organizes and directs division work activities and operations. Schedules transport of trash, recyclables and other materials off site. Performs skilled manual labor in the operation of the Transfer Station and curbside collection. Responsible for organizing, instructing and directing a group of employees engaged in similar work; all other work that is logical to the position.

Supervision:

Works under the general direction and supervision of the Field Superintendent or Assistant Field Superintendent; functions independently in accordance with departmental operating procedures, standards and protocols.

Responsible for supervising, instructing and directing up to eight (8) employees performing similar work.

Environment:

Work is performed under typical DPW indoor conditions and outdoor field conditions. Work may be performed in adverse weather and environmental conditions; may involve working with hazardous machinery or substances including loaders, tractors, trailers, skid steers and other tools and equipment requiring adherence to safety and usage protocol; may involve mechanical testing and service requiring adherence to safety and usage protocol.

May involve walking and climbing on flat ground, uneven terrain or hills; work on ladders; work in trenches, exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, gasoline or diesel fuels/fumes, paint fumes, traffic, noise; walking moderate distance; carrying and lifting requiring physical strength and endurance; exposure to hazardous conditions; crouching, kneeling, reaching, twisting, repetitive motion.

Has contact with employees, contractors and the general public in answering questions, solving problems, receiving complaints, providing instructions, and supervising subordinates.

Errors in judgment and performance may result in damage to or loss of information, delay in or loss of service, possible monetary loss, violation of environmental laws and regulations or adverse legal consequences to the city, damage to equipment or facilities, personal injury, injury to colleagues, danger to public health and safety as well as impact on employee morale, confusion and delay.

Must drive self and/or equipment to job sites and locations as necessary.

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Responsible for the day to day operations of the Transfer Station, curbside collection and all other associated work. Schedules deliveries of trash, recyclables and other materials to disposal destinations. Packages and quantifies universal and special wastes. Reads, records and maintains log of methane collection wells. Maintains and performs basic repair of all transfer station equipment, including but not restricted to, the paper baler, pressure washer, compressor, and methane collection system. Ensures buildings and grounds are maintained.

Keeps and maintains all required records and inventories. Processes and prepares invoices; receives payments from public and private contractors. Operates cash register; inspects deliverables to Transfer Station for compliance with city policies and regulations. Works with other divisions as assigned.

Performs skilled manual work as necessary; operates heavy equipment as necessary including hydraulic loaders, tractors, compact wheel loaders, roadside mower, boom truck, dump trucks, trailers; uses wide variety of hand and power operated tools and equipment as necessary. Performs semi-skilled carpentry work associated with construction of forms and repair work as required.

Schedules, substitutes and oversees solid waste and recycling operators on route collections as needed. Substitutes for equipment operator.

Performs winter work as assigned including plowing, sanding, snow removal with equipment or manually; removal of ice and clearing of public ways.

Supervises and directs a work crew in performance of duties above. Insures proper safety gear is worn and safety protocol is followed on job sites under his/her direct supervision.

Minimum Qualifications:

Education and Experience:

High school diploma or GED equivalent, ; six (6) years or more of relevant experience, municipal experience preferred; or a combination of education and experience that enables performance of all aspects of the position and ability to effectuate results for wide variety of problems in a particular type of work.

Knowledge, Ability and Skill:

Knowledge of the principles and practices used in assigned area of responsibility; in the methods, techniques, equipment and materials related to waste collection and recycling. Knowledge and ability to skillfully perform all technical aspects and purposes of the position, including ability to read and interpret instructions. Ability to communicate effectively to coordinate work so as to minimize loss and waste of material(s) and/or time so as to enhance and increase productivity. Ability to establish and maintain satisfactory relationships with supervisors, subordinates, co-workers, community representatives, and the general public. Aptitude for and ability to safely operate and perform maintenance on tools, equipment and vehicles utilized by the

division in accordance with safety or departmental protocol. Must be punctual and perform all aspects of job responsibilities with honesty and integrity. Ability to perform strenuous duties as required.

Must demonstrate effective organizational and time management skills. Ability to communicate effectively orally and in writing; must work effectively and independently in situations where deviations and irregularities occur. Ability to inspect, analyze, evaluate, diagnose and correct basic equipment and process failures; ensure safety and professional work standards are set and maintained.

Working knowledge of principles and practices of solid waste collection, recycling, universal and special waste handling and collection.

Ability and knowledge of standard caution and safety protocol in operating heavy equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions; operating in areas of heavy traffic and pedestrian activity.

Physical Requirements:

Moderate to heavy physical effort required to perform manual tasks requiring consistent physical strength and endurance for extended periods and possibly under adverse weather conditions. Normal working day involves walking, standing, sitting, leaning with moderate to frequent body movements such as reaching, crouching, bending, twisting and repetitive motions, grasping, pulling and pushing materials up to fifty (50) lbs; may involve sustained uncomfortable physical positions. Good vision required for instrument reading and ability to perform close vision, distance vision, peripheral vision, color vision and the ability to adjust focus.

Special Requirements:

Must possess valid Massachusetts Class B Operator's License or equivelint from reciprocal State (CDL) with Air Brake Certification and applicable hoister's license(s) required for position ; any other licenses/endorsements as required by State or Federal law. Must successfully pass CORI/ SORI checks; must have an acceptable driving record and be insurable under city's policy; must pass pre-employment physical and drug screen pursuant to the DOT Regulations. Overtime hours may be required in unusual situations and emergencies.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

Diana Lotourneau
Human Resources Director

11/26/19
Date
Revision History: 7/77, 8/11, 8/15, 7/18, 11/19

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