

Charter Township of Ypsilanti

CREW LEADER

Summary

Lead and assist in the maintenance of grounds, parks and buildings. Perform related work as required.

Supervision Received

This position works under the supervision of the Municipal Services Director or designee. Duties performed according to established procedure and techniques.

Supervision Exercised

Directly supervises seasonal maintenance workers.

Responsibilities and Duties

An employee in this position may do any or all of the following essential duties. (These examples do not include all of the duties the employee maybe expected to perform.)

1. Provide direction on assigned work to include determining proper personnel and equipment requirements for each job.
2. Assign work on a daily basis to subordinate employees.
3. To insure goals, make periodic checks on work performed and work schedules. Evaluates quality and quantity of work done.
4. Train employees in the use of equipment and maintenance techniques.
5. Enforce Township policy and state laws regarding equipment and employee safety.
6. Maintain inventory control of tools, equipment and supplies to include proper identification and storage.
7. Operate and perform routine service maintenance on vehicles, tractors and equipment. Dispense fuel.
8. Perform manual labor.
9. Maintain record keeping activities to measure work performed.

Responsibilities and Duties (cont'd)

10. Perform work in subordinate classifications as needed.

11. Perform work as assigned by supervisor to meet the goals of the Residential Services Department.

Essential Functions, Qualifications and KSA's for Employment

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Graduation from High School or G.E.D.
- Two years' experience in building and grounds maintenance.
- Knowledge of safety procedures/precautions involved in various public works projects and equipment operations.
- Skill in the operation of vehicles, mechanical and power equipment and tools.
- Ability to work and interact well with fellow employees.
- Ability to read and interpret written instruction, and maintenance and operating manuals.
- Leadership qualities including good attendance and work ethic.
- Must possess and maintain a valid Michigan Class B Commercial Driver's License (CDL) with Air Brakes Endorsement or a Class A Commercial Driver's License (CDL).
- Must acquire State of Michigan pesticide certification, 3A, 3B and Right-of-Way, within 90 day probationary period.
- Knowledge in landscape plants, beds and turf.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

While performing the duties of this job, the employee is required to talk and hear. This position is very active and requires standing, walking, twisting, bending, kneeling, stooping, crouching, crawling and climbing. Ability to carrying objects up to (75) seventy-five pounds. Specific duties require close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Employee may be exposed to weather conditions including temperature extremes. Periodic Overtime may be required.