Job Title: Concrete Crew Leader

Division: Street

Salary Range: $14.83-$16.56/hr.

Job Description: see below

Submit applications/resumes to Human Resources Director Sherry Lewis via email: lewiss@huntingtonwv.gov. Candidates may also apply in person at City Hall, HR Office – Room 14. Deadline for submission: close of business on Friday, 4/9/2021.

CONCRETE CREW LEADER

Job Category: AFSCME Bargaining Unit
Department: Public Works
Division: Street

Job Code No.: DPW-05
Pay Grade: H14
FLSA Status: Nonexempt

NATURE OF WORK

This is skilled manual work involving concrete and masonry construction and repair within the Street Division of the Public Works Department.

Work may include the operation of a variety of light to heavy-duty equipment in performing skilled and semi-skilled manual tasks in the construction, maintenance and repair of roads, drainage structures and other public works facilities. In addition, the employee may serve as a lead worker. Work is performed and reviewed through inspection of work while in progress and upon completion by the Working Foreman.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs a variety of skilled construction and maintenance tasks, including carpentry, bricklaying, concrete and asphalt finishing; repairs sidewalks and curbs.

Performs semi-skilled manual work in the construction, maintenance and repair of public works facilities; drives trucks hauling gravel, asphalt, salt, sand and other materials.

Digs trenches; lays sewer storm pipe; drives trucks.

May operate front-end loaders in performing maintenance tasks.

Leads and participates in work crews engaged in snow removal involving non-CDL equipment and sanding and salting of roadways tasks when necessary; cuts trees and operates chainsaw.

Performs minor equipment maintenance work.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from high school or GED; minimum of one (1) year of experience in concrete and masonry construction, maintenance and repair of public works facilities and operation of trucks and light construction equipment; or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of regulations and practices followed in the care and safe operation of a variety of construction and maintenance equipment.

Knowledge of the precautions necessary to work safely with and around mechanized equipment.

Knowledge of principles of operation of motor equipment sufficient to detect defective operation.

Skill in the operation of assigned equipment.

Ability to perform manual labor related to concrete, masonry and equipment operation.

Ability to understand and carry out verbal and written instructions, including the ability to read and interpret simple plans and specifications, depending on area of assignment.

Ability to establish and maintain effective working relationships with other employees and the general public.

SPECIAL REQUIREMENTS

Valid Commercial Driver's License (CDL) preferable from state in which employee resides.

24-hour availability.

TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, chainsaw, loader and all concrete tools and finishing equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, bend, kneel, talk, see and hear.

The employee may occasionally lift and/or move up to 75 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outdoors in all weather conditions, including temperature extremes and wet and/or humid conditions. Work is occasionally performed in emergency and stressful situations.

The employee frequently works near moving mechanical parts and is exposed to dust, sewage and fumes or airborne particles. The employee is frequently exposed to loud noise and heavy traffic.

The noise level in the work environment is usually loud.

SUMMARY

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job description does not constitute an employment agreement between the City of Huntington and the employee and is subject to change by the City as the need arises.