

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6672 **TITLE:** MAINTENANCE CREW CHIEF **GRADE:** S-15

DEFINITION:

Under general supervision, leads a single maintenance crew in the performance of a broad range of semi-skilled maintenance and/or construction tasks OR supervises multiple crews engaged in basic maintenance, construction, and/or groundskeeping tasks; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Maintenance Crew Chief differs from the Senior Maintenance Worker in that the Maintenance Crew Chief either leads a single crew in the performance of a broad range of semi-skilled maintenance and/or construction tasks OR supervises multiple crews engaged in basic maintenance, construction, and/or groundskeeping tasks, whereas the Senior Maintenance Worker either performs various semi-skilled maintenance and/or construction tasks OR supervises a single crew engaged in basic maintenance, construction, and/or groundskeeping tasks.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Leads, inspects, and reviews the work of a crew engaged in a variety of semi-skilled maintenance and/or construction activities;

Inspects projects in progress and upon completion;

Contacts County residents regarding complaints and other issues;

Advises residents of County responsibility and refers them to the proper authority when appropriate;

Estimates the amount of material to be used on a job;

Prepares reports;

Leads and participates in a variety of sewer maintenance work;

Leads the flushing of storm sewers and catch basins;

Leads and/or participates in the building of walks, curbs, and gutters;

Ensures that crew members have been trained in the proper use of equipment;

Ensures that safety procedures are followed;

Assists crew members in the operation of various types of trucks and equipment such as flat-bed trucks, utility bucket trucks, snow plows or spreaders, combination vacs, rodders, and extend-a-jets;

Responds to emergency situations including snow, flooding, and other designated emergencies;

In absence of the Senior Maintenance Supervisor, performs duties of dispatching crews, preparing work orders, entering on-line time and attendance reports, preparing accident reports, addressing citizen complaints, etc;

May assist in preparing safety tailgate topics for crews and presenting safety topics at meetings;

Leads field inspection team of sanitary sewer, storm drainage systems, and stormwater management facilities in identifying maintenance items based upon established level of service;

Verifies and corrects locations of stormwater drainage systems and facilities on GIS map;

Supervises, inspects and reviews the work of several crews engaged in a variety of basic maintenance and construction activities;

Oversees and is engaged in the work of assigned crews;

Participates in hiring and appraising performance of assigned maintenance crews.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Knowledge of the methods, tools and equipment commonly used in the maintenance and construction of sanitary sewers, walk ways, roads, lawns, parks, etc;

Knowledge of common hazards and safety precautions;

Working knowledge of local, state, and national building, land development, and safety codes;

Ability to use tools, equipment, and materials pertinent to the construction and maintenance trades;

Ability to follow and interpret written instructions, diagrams, location maps, blueprints, and manufacturers' manuals;

Ability to follow and relay oral instructions to labor crew in performance of work orders;

Ability to organize and make oral presentations of safety topics and field operating guidelines at tailgate meetings;

Ability to accurately estimate time and material needs, determine when repair is not economically practical, and perform routine clerical tasks and arithmetical computations;

Ability to maintain good interpersonal relationships;

Ability to retrieve, modify, and print computer documents on a desk top computer;

Ability to lead or supervise a crew in the performance of their duties;

Ability to perform duties requiring manual dexterity and mechanical aptitude;

Ability to work outside with regular exposure to severe weather, noxious fumes, and high levels of dust;

Ability to perform medium to heavy labor.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from high school or possession of a G.E.D. issued by a state department of education;

PLUS

Two years of experience in maintenance, construction, or a related field.

CERTIFICATES AND LICENSES REQUIRED:

Contingent on area of assignment, some positions require a Commercial Drivers License (license class is determined by the area to which the position is assigned).

REVISED: July 23, 2010

ESTABLISHED: February 10, 2005