

Job Class Code: 4210	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 7

GENERAL DESCRIPTION OF CLASS

The purpose of the job classification (class) is to supervise workers or inmates and oversee installation, maintenance, repair or new construction of City structures, facilities, fixtures, and grounds and/or oversee as well as perform City services to include heavy equipment operations. The class is responsible for reviewing and participating in work assignments, planning work, securing materials, tools, and equipment, overseeing work, and completing work-related logs, forms, and reports. The job class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Leads workers in the execution of maintenance, repair, and construction activities. • Monitors and reviews work assignments and determines resources required such as workers, materials, tools, and equipment; secures and prepares resources to complete work requirements. • Performs manual labor and operates heavy equipment while performing various City services such as loading, hauling, and snow/ice removal as needed. • Assists with debris removal and vegetation control activities as needed. • Performs supervisory functions such as selecting or recommending selection, training, assigning and evaluating work, counseling, and disciplining staff. • Oversees and participates in skilled and semi-skilled work, ensuring compliance with safety requirements, laws, policy, and procedures. • Maintains logs, forms, and records related to timekeeping, material expenditures, project and equipment status, and other work-related information. • May oversee and participate in providing logistical support for City-sponsored functions and special events. • Performs administrative functions such as assisting with budgets and inventory, compiling reports, interacting with customers or the public, and maintaining stocks of parts, tools, and materials. • Performs routine office tasks, such as typing, filing, faxing, phoning, and copying. • Attends staff meetings, training sessions, seminars, conferences and classes to exchange information and improve skills. • May be required to serve as on duty officer and/or in on-call rotation. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.
Language Requirements	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
Mental Requirements	Performs clerical, manual, and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, subordinates, coworkers, and others that depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma, GED or any equivalent combination of education and experience.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of one year of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. A Commercial Driver's License (CDL) may be required. Special skills or equipment certification may also be required.
Special Requirements	Performance of essential functions may require exposure to confined spaces. Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

ADA REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a job class description and not an individual position description. A job class description defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list all essential job functions for a given position in a job classification.