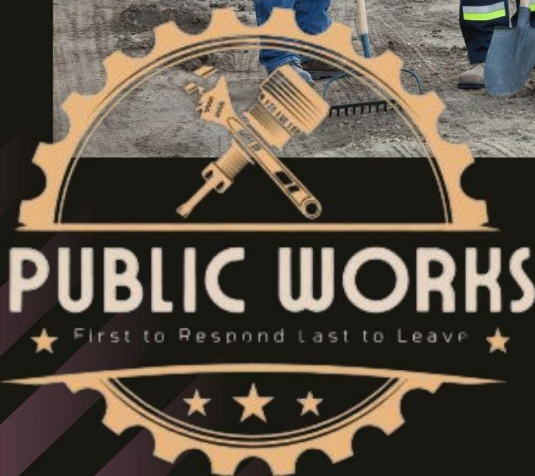


"The Public Services Department is committed to providing quality, cost-effective, customer-oriented municipal services that enhance the quality of life for the citizens of Waynesville."

WAYNESVILLE PUBLIC SERVICES DEPARTMENT IS RECRUITING FOR

CREW LEADER STREET DIVISION



APPLY IN PERSON OR ONLINE

WWW.WAYNESVILLENC.GOV/DEPARTMENTS/HUMAN-RESOURCES/CURRENT-VACANCIES

CALL MATTHEW PRICE FOR MORE INFORMATION: 828-456-3706 EXTENSION 2326

WWW.WAYNESVILLENC.GOV

Starting Salary:

\$42,944.02/ANNUALLY

\$20.64/HOUR

**5% SALARY INCREASE AT
6 MONTHS OF SERVICE**



From: Human Resources Department

RE: Job Opening

Department: Public Works- Street Division

Date: 5-19-2025

Position: Crew Leader- Street Division (Internal)

Salary: Grade 62/\$42,944.02 annually/\$20.64 per hour with a 5% increase after a successful 6-month probation

The purpose of the class is to provide management (plan, organize, schedule, control) and leadership (positive influence, support, guidance, praise) and participate when required in the work of crew members engaged in the construction and maintenance of Town streets and related structures, and to perform related work as required. The Crew Leader is responsible for carrying out the weekly schedule, ensuring safety protocols are followed, resources are available, and productivity of the work unit(s) is acceptable.

This class works according to some procedures but decides how or when to do things; work is reviewed regularly by supervisor.

Essential Tasks

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

- Provides active management and leadership of work crews of 5-10 employees engaged in street construction, maintenance and repair, including but not limited to streets, signs, striping, solid waste, recycling, bulk, storm drains, sidewalks, curbs, and gutters.
- Oversight of street programs such as leaf collection, snow removal, street sweeping, sign installation and maintenance, and MS4 Permit compliance.

Crew Leader- Streets & Sanitation

- Landfill compliance including but not limited to brush pile management and grinding, spoil pile management, inventory management, mowing and vegetation management, equipment maintenance.
- Leads and participates in the maintenance of public grounds and rights-of-way.
- Operates vehicles and equipment such as a backhoe, excavator, front end loader, dump truck, asphalt packer, dirt packer, etc., to perform daily tasks such as repairing and patching streets, digging trenches, installing pipes, repairing, patching and construction new sidewalks, etc.
- Leads and participates in emergency management response including but not limited to snow removal, flooding, sign installations, street closures, police, fire and rescue support or other emergency response needs.
- Leads and provides support for Downtown Waynesville and various other special events including but not limited to Heritage Festivals, Apple Festival, Parades, and Holiday Events.
- Receives and responds to public inquiries, complaints, and requests for assistance regarding areas of responsibility.
- Prepares accurate and complete records of work performed. Enters and reports from a computerized work order system.

Other Tasks:

- Attends training, meetings, and workshops, as required to enhance job knowledge and skills. Requires coordinating or determining time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
- Requires giving information, guidance, or assistance to people to directly facilitate task accomplishment; may give directions or assignments to helpers or assistants.
- Requires leading, operating or repairing complex machinery or equipment that requires extended training and experience, such as heavy construction equipment and vehicles. Involves operations of limited scope.
- Requires performing coordinating work involving guidelines and rules, with constant problem-solving.
- Must be able to calculate grades, slopes and elevation using a transit, sight level or similar equipment.
- Responsible for actions of others, requiring almost constant decisions affecting co-workers, customers, or others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

Mathematical Requirements

Requires addition and subtraction, multiplication, and division, and/or calculating ratios, rates, percentages, area, and volume.

Language Requirements

Requires reading routine sentences, instructions, regulations, procedures, or work orders; writing routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar.

Requires doing clerical, manual, or technical tasks prescribed by standard practices, but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.

Vocational/Educational Preparation:

Requires High School Diploma or equivalent. Preference given to candidates with applicable or relevant vocational and educational coursework in Public Works Services and or the construction trades.

Special Certifications and Licenses:

- North Carolina class B commercial driver's license and ability to obtain CDL A within one year
- NC State Road Scholar I or ability to obtain within one year
- International Municipal Signal Association (IMSA) certifications within 3 years:
 - Work Zone Temporary Traffic Control Technician
 - Signs and Markings Level I and II
 - Pavement Marking Technician I
- OSHA 10/30 Construction Safety within one year
- Familiarity with MUTCD (Manual on Uniform Traffic Control Devices) is preferred
- Street and pavement maintenance safety certifications as applicable
- Solid Waste certifications as applicable

Experience Requirements:

Requires a minimum of one-year experience in public works operations or equivalent.

Physical and Dexterity Requirements:

This position regularly lifts up to 50 pounds on a regular basis and over 100 pounds periodically. Must be able to perform basic life functions of climbing, balancing, stooping, crouching, reaching, standing, walking, lifting, pushing, pulling, fingering, grasping.

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, fumes and/or noxious odors, traffic, moving machinery, toxic/caustic chemicals, disease/pathogens.

Crew Leader- Streets & Sanitation

The job requires normal visual acuity and field of vision, hearing and speaking abilities, depth perception, color perception.

ADA Compliance

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

The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Interested applicants may submit an application to:

**Town of Waynesville,
Brittany Angel, HR Coordinator**

Human Resources Department

16 S. Main Street

Waynesville, NC 28786

Or via email to bangel@waynesvillenc.gov

Applications will be accepted until filled