



## EMPLOYMENT OPPORTUNITY

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<b>Job Title:</b>	<b>Crew Leader, Public Works Streets Department</b>
<b>Salary Range:</b>	<b>\$18.26 - \$22.42 (DOE)</b>
<b>Status:</b>	<b>Non-Exempt, Full-Time</b>
<b>Deadline:</b>	<b>December 17<sup>th</sup>, 2021 at 4:30 pm</b>

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### General Statement of Duties

Performs responsible semi-skilled and skilled work leading a crew and performing operation of large motorized equipment requiring special skill and care around traffic and underground and overhead utilities.

### Distinguishing Features of the Class

An employee in this class provides leadership to a crew including work assignment, on the job training, quality control, and insuring safety. The employee serves as crew leader, participates in the work of the crew and operates specialized equipment involved in maintaining the streets, beaches, accesses and roadways of the Town. The employee is subject to hazards including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, odors, dusts, mists, and oils. Work may also subject the employee to the final OSHA standards on blood borne pathogens. Work is performed under general supervision and is observed occasionally while in progress or upon completion. Some independent judgement is exercised.

### Duties and Responsibilities

#### Essential Duties and Tasks

Provides crew leadership including work assignment, performance coaching, training and orientation of new staff and on-the-job training, quality control of work, and ensuring the safety of the crew and the public.

Supervises, performs and schedules daily operational and maintenance needs within the Public Works responsibilities.

Washes and cleans assigned equipment and performs routine servicing such as checking fluid levels, tire pressure, changing oil and filters and greasing equipment.

Plans materials and supply needs, equipment needs, and staff needs to take all necessary resources to the work site and avoid unnecessary waiting time.

Provides information to the public regarding the work of the crew.

Prepares a variety of records and simple reports of crew work activities.

#### Additional Job Duties

Performs related duties as required.

## Recruitment and Selection Guidelines

### Knowledges, Skills, and Abilities

Considerable knowledge of the principles and practices for installations, repairs, and/or operation and maintenance of the Town's roadways and beach accesses.

Considerable knowledge of the use and care of related apparatuses, equipment and materials.

Considerable knowledge of operating and servicing equipment utilized within the systems.

Considerable knowledge of the occupational hazards involved and the safety precautions necessary in various tasks including the operation of equipment in traffic areas.

Considerable knowledge of the customer service policies for the Town.

### Desirable education and Experience

Graduation from high school and considerable experience in the operation of heavy motorized equipment and the public works activities; or an equivalent combination of education and experience. Possession of a valid commercial driver's license issued by the State of North Carolina. Possession of appropriate herbicide and pesticide licenses.

### How to Apply:

Please submit a completed employment application, which can be found on the town's website, [www.oakislandnc.com](http://www.oakislandnc.com) under the Job Opportunity page. Applications can be emailed, faxed, or mailed (see below)

### Where to Apply:

Town of Oak Island  
Attn: Human Resources  
4601 E. Oak Island Drive  
Oak Island, NC 28465  
Telephone: (910) 201-8014  
Fax: (910) 278-9542  
HR@oakislandnc.com