

Job Posting

THE CITY OF MIDDLEBURG HEIGHTS

JOB TITLE: Streets and Sewers Crew Leader
DEPARTMENT: Public Service
IMMEDIATE SUPERVISOR: Service Director
JOB CLASSIFICATION: Full-Time (Non-Exempt)
PAY GRADE: 26 (\$33.96 - \$39.96 per hr., depending on qualifications)

The City of Middleburg Heights is currently hiring a full-time Streets and Sewers Crew Leader.

General Duties:

The City of Middleburg Heights is seeking applicants for the full-time position of Streets and Sewers Crew Leader (“Crew Leader”). Under general direction of the Service Director, the Crew Leader is a working crew leader who is responsible for overseeing and participating in the daily operations and maintenance of the city's streets, sidewalks, drainage systems, sewer infrastructure, and snow removal operations. This position emphasizes strong leadership and team supervision, along with technical expertise in concrete / asphalt construction and repair. The Streets and Sewers Crew Leader ensures compliance with municipal, state, and federal standards while maintaining safe, efficient, and productive work environments. This role requires extensive field experience, technical knowledge of concrete / asphalt / sewer construction, maintenance, and repair with an emphasis on strong leadership skills working with and directing a crew to ensure safety, productivity, and quality. The Streets and Sewers Crew Leader performs administrative and hands on field tasks and manages assignments from start to finish.

Responsibilities include: Directly supervising and working with a team of public service employees, engaged in street maintenance, sewer system upkeep, concrete work, asphalt work, and snow removal, to accomplish projects, tasks, and other assignments in a thorough and timely manner; assigning work schedules / assignments and monitoring productivity; providing training and enforcing safety policies and procedures; coordinating with HR and managing recruitment, discipline, and workforce development; addressing on-site problems, such as unforeseen complications with equipment, utilities, or other issues to keep projects on schedule; ensuring all concrete work meets city specifications and ADA requirements; supervising concrete pours, finishing, and curing to ensure the structural integrity, durability, and quality of the finished product; conducting regular site inspections to verify that work complies with project specifications, expectations, quality, and safety requirements; overseeing preventative maintenance and repairs for streets, sidewalks, stormwater drains, and sanitary sewer systems; coordinating street sealing, snow removal, patching, and paving operations; inspecting work sites to assess progress and compliance with safety and quality standards; assisting in planning and budgeting for street, sewer, and sidewalk projects; maintaining accurate records of work progress, maintenance activities, inspections, and material usage; collaborating with supervisors, engineers,

contractors, and utility companies on project planning and implementation; monitoring inventory levels to ensure all necessary equipment, supplies, and materials are available when needed; responding to internal and external inquiries and work orders related to streets, sewers, and other topics; communicating with engineers, supervisors, coworkers, and contractors to ensure project timelines and address other concerns; providing regular updates to management / administration on project status and potential issues; working with other departments to coordinate responses to infrastructure-related assignments.

Qualifications:

Applicants must have a high school diploma or GED. Ideal candidates will have vocational training, advanced vocational training, or an associate degree in public works, construction management, or a related field. Eligible candidates will have a minimum of 7 years of experience in construction, public works, and public projects, including 4 years in a supervisory role. A valid Ohio driver's license with an acceptable driving record is required. Candidates must have strong knowledge of public service operations, safety standards, materials, and snow removal, along with the ability to read blueprints, engineering drawings, and construction specifications. All interested parties must also have excellent leadership, motivation, communication, and problem-solving skills. Applicants must have heavy equipment (wheel loaders, excavators, backhoe, skid loader, crack sealer, etc.) experience.

Applicants must also possess strong reading, writing, and oral communication skills. They must be very organized with the ability to keep work crews on schedule, maintain high productivity levels, manage several different work groups and projects, while appropriately setting priorities. Ideal candidates will have the ability to work well with others and be able to hold crew members accountable for the timely completion of tasks. Being exceptionally skilled in supervising employees is essential to the role.

The Crew Leader must meet the knowledge, judgement, fitness, and skill requirements necessary for the position throughout his or her employment.

The Crew Leader must be able to maintain flexible work hours.

Send Resume To:

Middleburg Heights HR Department
15700 Bagley Road
Middleburg Heights, OH 44130
or e-mail to ssadler@middleburgheights.com