



CREW LEADER- LANDSCAPING/ARBOR

JOB DESCRIPTION

Department: Public Works	Division: Operations
Work Location: Urbana Public Works	Percent Time: 100%
Job Type: Civil Service	FLSA Status: Non-exempt
Reports To: Arbor Supervisor	Union: AFSCME

JOB SUMMARY

Responsible for overseeing the work of full-time, part time, and seasonal workers; organizing work sites; obtaining materials for job sites, and maintaining inventories and equipment.

The Crew Leader, when assigned to the Landscape section, will be responsible for overseeing the work of staff in the day-to-day maintenance of all landscapes on public properties within Urbana. This includes landscapes around public buildings, downtown business district, parking lots, parklets, and rights-of-way landscape beds. The Crew Leader adheres to the best practices and safety ideals for ornamental plant care, hardscape construction, and irrigation system management. The Crew Leader may also assist with the planning and coordinating of snow removal.

The Crew Leader, when assigned to the Arbor section, will be responsible for overseeing the work of staff in the coordination of the care and health of the City's trees by monitoring, treating and safeguarding City tree's health conditions to improve public safety within and enhance the appearance of the City's parklets and open space properties, on public right-of-way, and other properties under the control of the City. While performing this work, incumbent adheres to the best practices and safety ideals for arboricultural practices including pruning, planting and removal techniques, climbing techniques, composition and use of common pesticides and fertilizers, occupational hazards and safety precautions of the tree care industry, and other related work. The crew leader also assists with the planning and coordinating of snow removal.

Distinguishing Characteristics: Under general supervision of the Arbor Supervisor, the Crew Leader oversees the work of Landscape and Arbor crews, including seasonal workers, Landscape/Arbor Maintenance Workers, Landscape Technicians I/II, Arbor Technicians I/II, as well as project schedules and work plans. Incumbents in this class operate as senior-level employees on their respective crews and exercise proficiency, independent judgment, initiative, as well as provide leadership in the absence of a Supervisor. Advancement to the Crew Leader position is based on meeting minimum qualifications, satisfactory job performance, and position availability.

ESSENTIAL FUNCTIONS

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- Receives work orders from the Arbor Supervisor and/or generates work orders with the approval of the Arbor Supervisor; inputs field records in work order system of work performed.
- Oversees the work of landscape and arbor crews, including full-time, part-time, and seasonal employees; coordinates and checks daily work progress; assists with training as required; provides feedback to supervisor for evaluations.
- Coordinates daily work plans for the respective section employees; coordinates with other Operations Supervisors, the Deputy Director for PW Operations, and other divisions and departments.
- Assists in organizing work projects and assigns employees, equipment, and materials; orients staff to project, work sites, and daily work plans.
- Assists supervisor with inspecting future work areas and layout of actual work sites when required.
- Responds to emergency call-backs after normal working hours.
- Responds to and assists in the resolution of citizen concerns.
- Purchases materials for work projects at defined limits; reports on inventories on materials purchases for projects.
- Reports all job related injuries and accidents.
- Assists in Public Works project planning and coordinating as necessary.
- Provides guidance and leadership in absence of Supervisor.
- Assists supervisor with tracking of work in work order system.
- Coordinates daily activities of assigned crew.
- Serve as emergency on call during assigned weeks each year
- Removes snow from sidewalks by shoveling or using snow blower. Removes snow from streets and parking lots using snow plow; spreads salt on streets and sidewalks.
- Performs other related duties as assigned.

When assigned to the Landscape section, responsible for overseeing and participating in:

- Performing landscape construction activities and day-to-day grounds maintenance.
- Planting and transplanting trees, shrubs, and other plants.
- Maintaining or removing trees, shrubs, and other plant materials through the use of pruning shears, loppers, handsaw, chainsaw, hydraulic tools, or pesticide sprayer.
- Operating end loader, skid steer loader, backhoe, and dump trucks for landscaping work as assigned.
- Performing irrigation system diagnosis and maintenance.
- Performing proper weed control for landscape maintenance and weed abatement scheduling.
- Mowing, trimming, and edging designated high level maintenance areas.

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- Trimming and pruning trees and shrubs using chainsaw, handsaw, hand pruners, pole pruners, or pole saw.
- Spraying and fertilizing trees, shrubs, and other plants.
- Diagnosing tree, shrub, and other plant problems and performing appropriate control measures.
- Performing daily preventative maintenance of tools and small equipment (i.e.- string trimmers, chainsaw, mowers, or pesticide sprayer)
- Cleaning Public Works facilities and yard as assigned.
- This position is not responsible for supervising any staff positions, but may provide guidance and coordinate activities of site personnel in absence of the Crew Leader or Supervisor as necessary.
- Responding to emergency calls as necessary; assesses emergency situations; corrects or controls situations and contacts Crew Leader, Arbor Supervisor, Deputy Director for Operations or Director of Public Works if situation requires such.
- Performs other related duties as assigned.

When assigned to the Arbor section, will be responsible for overseeing and participating in:

- Planting and transplanting trees, shrubs, and other plants.
- Treating and/or removing dead or diseased trees, shrubs, and other plant materials through the use of handsaws, chainsaws, pesticide sprayer, stump grinder, and wood chipper.
- Operating end loader, skid steer loader, backhoe, dump trucks, and various boom trucks for tree maintenance work as assigned.
- Trimming and pruning trees using an aerial lift truck or rope and saddle.
- Spraying and fertilizing trees, shrubs, and other plants.
- Responding to emergency calls about trees.
- Diagnosing tree disorders and assists in their control measures.
- Assisting in the maintenance and repair of chainsaws and other small equipment.
- Performing daily preventative maintenance of equipment.
- Cleaning Public Works facilities and yard as assigned.
- This position is not responsible for supervising any staff positions, but may provide guidance and coordinate activities of site personnel in absence of the Crew Leader or Supervisor as necessary.
- Responding to emergency calls as necessary; assessing emergency situations; correcting or controlling situations and contacting Arbor Supervisor, Deputy Director for Operations or Director of Public Works if situation requires such.
- Performing other related duties as assigned.

This information is intended to be descriptive of the key responsibilities of the position. These examples do not identify all duties performed by any single incumbent.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Knowledge of and skills typically acquired through graduation from high school; knowledge of basic science, math, and communication
- Five (5) years of work experience in a Public Works arboriculture-related field; three of those years must include experience as either a Landscape Technician II, Arbor Technician II, or equivalent professional, journey-level construction-related experience.
- College-level coursework in horticulture, arboriculture, or related field is preferred.

PREFERRED QUALIFICATIONS

- Demonstrated experience in an arboriculture field where the work performed was the primary occupation of the applicant.
- Demonstrated knowledge of occupational hazards and safety precautions necessary the in arbor and landscape industry.
- Completion of relevant supervisory/field training, e.g., APWA Roads Scholar Program or training with similar content and coursework.

Knowledge of

- Demonstrated knowledge of and ability to identify trees, shrubs, and other plants via common name
- Demonstrated knowledge of Plant and tree anatomy and care requirements of plants, trees and shrubs.
- Demonstrated knowledge of characteristics of plant pests and diseases, insect problems, and appropriate techniques for control.
- Demonstrated knowledge of principles of proper pruning and safe removal techniques
- Demonstrated knowledge of irrigation systems and their components.
- Demonstrated knowledge of landscape construction techniques.
- Landscape bed preparation and planting techniques for a variety of plant material.
- Demonstrated knowledge and skills in using standard materials, tools, and equipment required for standard landscaping and arboriculture practices including aerial lift truck, front-end loader, skid-steer loader, backhoe, wood chipper, dump truck, snow plow, chain saws, hand saws, pruners, hedge shears, roto-tillers, back pack sprayers, tank sprayers, shovels, rakes, hoes, and bed edgers; ability to adapt to additional equipment and attachments as assigned.
- Occupational hazards and safety precautions and practices necessary in the arbor and landscape industry.
- Demonstrated knowledge of the City of Urbana’s Tree Ordinance and standards.
- Demonstrated knowledge of ANSI 300 and ANSI Z133 standards for arboricultural practices

Skills

- Basic algebra and accounting skills
- Skill in the use and maintenance of manual and heavy equipment used in arboriculture profession
- Oral and written communication skills

Ability to

- Effectively oversee the work of seasonal workers, Landscape/Arbor Maintenance Workers, Landscape Technicians I/II, Arbor Technicians I/II.
- Ensure accuracy of work performed and materials used by the overseen employees
- Comply with safety and arboricultural standards and codes accepted by the City.
- Monitor progress of work performed and adhere to work project schedules.
- Safely operate City vehicles and equipment, including those requiring a State of Illinois Class B, CDL, Air Brake and Tanker endorsement driver's license
- Read and interpret work assigned through written and verbal instructions.
- Perform tasks under adverse weather conditions.
- Communicate effectively and clearly, both verbally and in writing.
- Establish and maintain effective working relationships with City staff and the general public.
- Lift 100 pounds and maneuver at least 200 pounds on a regular basis, with or without reasonable accommodation.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must possess or obtain within six (6) months of employment a valid State of Illinois Class B Commercial Driver's License (CDL) with Air Brake endorsement and have a safe driving record.
- Must possess ISA Certified Arborist designation and/or Landscape Industry Certified Technician — Exterior (formerly CLT-E) or training with similar content and coursework.
- Must possess an Illinois Pesticide Applicators license.

SECURITY LEVEL

- Level CDL: Must demonstrate the ability to perform safety-sensitive functions in accordance with federal requirements.
- Level PHYS: Must demonstrate the ability to perform essential functions that require physical agility as noted in the job description, with or without reasonable accommodations.

Job Dimensions

SPECIAL REQUIREMENTS

- Employees in this classification are designated as Emergency/Essential and may be required to work overtime with little or no advance notice. Employees in this classification are subject to standby duty for after-hours emergencies on a rotating basis for a minimum of four (4) weeks per year (July –June).
- The incumbent has considerable ongoing responsibility for public safety, as characterized by regularly scheduled duties including: 1) dealing with emergencies that directly affect the safety of the public, and 2) operating equipment or machines for which the consequences of operator error include significant property damage and/or threaten serious injury to self or others.

Contacts

- Frequent contact with general public, other public works departments, and other City departments.
- Regular contact with manufacturers and local suppliers to discuss and obtain materials for construction projects.
- Occasional contact with other private or government safety organizations.
- Contact occurs with vendors, utilities, contractors, other municipalities and organizations, and the public.

Supervision received

- This position works under the general supervision of the Arbor Supervisor.

Level and complexity of supervision exercised

- This position is not responsible for supervising any staff positions but is responsible for overseeing the work of seasonal and part-time workers, Landscape/Arbor Maintenance Workers, Landscape Technicians I/II, and/or Arbor Technicians I/II.

Physical Demands and Working Conditions

The work environment involves potential high risk and/or stress due to exposure to dangerous situations, hazardous materials, and/or unusual environmental stress from working in high-risk situations and/or high noise levels, poor ventilation, and/or extremes of heat or cold. Protective gear and/or special equipment is normally required.

Work requires considerable and strenuous physical exertion such as climbing ladders, frequent lifting of objects up to 100 pounds, crawling or crouching in restricted areas. Occasional maneuvering of heavy objects weighing up to 200 pounds is required with or without special accommodations. The work environment and physical demands may include: making precise arm-hand positioning movements; lifting arms above shoulder level; working in small, cramped areas, (e.g., equipment enclosures ,etc.); climbing ladders or steps to reach work areas; remaining in a standing position for extended periods of

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time; working outside year-round in a variety of weather conditions with exposure to the outdoor elements; moving heavy objects long distances (more than 20 feet); traveling across rough, uneven, or rocky surfaces; lifting heavy objects up to 100 lbs.; using power tools and hand tools; climbing stairways, ladders, and work on elevated structures; working in a stationary position for considerable periods of time (i.e., kneeling, standing, and sitting); exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.; exposure to hazards of falls, noise, equipment operation, etc.; typically working at heights of 20 to 70 feet: occasionally in excess of 70 feet; and may require working extended hours (employees are assigned stand-by shifts outside their normal work shift and may be called for emergencies).

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

Hearing: Hear in the normal audio range with or without correction.

The physical demands and work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History

New class: 08/30/2023

General revision:

For HR/Finance Use

Job Class Code	Pay Grade
EEO Category	LVL