

## **Town of Hamburg**

Accepting applications for full time **General Crew Chief**. Salary range \$85,000 - \$95,000.

The work involves supervising the activities concerned with the installation, construction, repair and maintenance of a municipality's facilities. Under the general supervision of the municipal board, supervises a Crew Chief, Working Crew Chief and/or skilled or unskilled employees in the maintenance and upkeep of public buildings, streets, parks, sanitation and water lines and in the proper operation of a municipality water pumping station. Does related work as required.

See **TownofHamburgNY.gov** for qualifications and application or call (716)649-6111 ext. 2386 for questions. Must reside within Erie County.

Submissions can be mailed, emailed or hand delivered to the Personnel Office:

Town of Hamburg  
Attn: Tara Rinaldi, Director of Personnel  
6100 South Park Avenue  
Hamburg, NY 14075

(716) 649-6111 ext. 2386

[Trinaldi@townofhamburgny.gov](mailto:Trinaldi@townofhamburgny.gov)

GENERAL CREW CHIEF

T&V  
NC  
WRB/a

DISTINGUISHING FEATURES OF THE CLASS:

The work involves supervising the activities concerned with the installation, construction, repair and maintenance of a municipalities facilities. Under the general supervision of the municipal board, supervises a Crew Chief, Working Crew Chief and/or skilled or unskilled employees in the maintenance and upkeep of public buildings, streets, parks, sanitation and water lines and in the proper operation of a municipality water pumping station. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the construction and maintenance of all streets and walks including grading, leveling, oiling and graveling of streets;  
Supervises repair and maintenance of all buildings, equipment and property;  
Supervises maintenance construction of park grounds, equipment and buildings;  
Supervises installation and upkeep of all parking and/or water meters;  
Supervises snow removal, tree trimming, and street cleaning;  
Supervises skilled employees in the operation and maintenance of water filter plant;  
Supervises skilled employees in the operation and maintenance of Sanitation Department;  
Supervises installation tie-in, and repair of water lines, sewer lines and storm drains;  
Required to keep time and material records, water recordings and measurements, and to prepare purchase orders for necessary parts and equipment;  
Supervises work of employees, makes assignments, checks results, maintains discipline and prepares reports and records for submission to the municipal board.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the operation and maintenance of various types of public facilities in a municipality;  
Some knowledge of construction and maintenance methods and equipment;  
Good knowledge of methods, procedures, and terminology used in the operation and maintenance of water systems;  
Ability to plan, lay out and supervise the work of others;  
Good knowledge of the operation and maintenance of mechanical and motorized equipment;  
Ability to read and draft plans and sketches;  
Mechanical aptitude;  
Industry;  
Initiative;  
Dependability;  
Tact;  
Mature judgment;  
Physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

- A) High school and four (4) year of maintenance or construction experience or in the operation of motor equipment, three (3) years of which shall have been in a supervisory capacity; or:
- B) Elementary education and eight (8) years of maintenance or construction experience or in the operation of motor equipment, three (3) years of which shall have been in a supervisory capacity; or:
- C) An equivalent combination of training and experience as defined by the limits of (A), and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.