



## CITY OF BANNING, CALIFORNIA

### Work Release Crew Leader

**Job Code: 4231**

**Grade: G47**

**FLSA**      ☐ **Exempt**      ☒ **Non-Exempt**

---

**JOB DEFINITION:** Under general supervision of the Public Works Superintendent, performs a variety of duties associated with leading a work release crew engaged in community maintenance and beautification activities.

**ESSENTIAL FUNCTIONS:** *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Leads a work release crew engaged in community maintenance and beautification activities. Leads and may participate in weed control, bush trimming and maintaining storm channels and drains. Responds to emergency calls to assist the Street Division. Assists in arranging and removing street cones and barricades for street work. Inspects and reviews work performed by work release crew. Documents completed work assignments.

Delegates and leads in work activities associated with maintaining City areas and infrastructure. Assists in the implementation of safety procedures and guidelines for the work release crew. Assists in training the work release crew. Prioritizes work activities of assigned staff. Monitors and assists in the evaluation of work activities for assigned staff.

Performs other duties as assigned or required.

### **KNOWLEDGE and SKILLS:**

- Knowledge of applicable City, County, State and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of supervision principles.
- Knowledge of occupational hazards and safety guidelines.
- Knowledge of City or street maintenance concepts, techniques and materials.
  
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.

**MINIMUM QUALIFICATIONS:** A high school diploma or GED **AND** two (2) years of construction maintenance or street maintenance experience that includes one (1) year of supervision.

# CITY OF BANNING, CALIFORNIA

## Work Release Crew Leader

**Job Code: 4231**

---

**ADDITIONAL REQUIREMENTS:** May be required to work outside the traditional work schedule. Must have at the time of application and must maintain a valid California Driver License.

**PHYSICAL AND ENVIRONMENTAL WORKING CONDITIONS:** Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift up to 100 lbs.; endure exposure to heat, cold, wet, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical, domestic, electrical and traffic hazards; ability to distinguish color and wear protective apparel; ability to travel to different sites and locations.