

## **NOTICE OF VACANCIES**

Vacancies exist in the positions as indicated below. Department & Division, Salary Groups, and closing Date for filing the required application for transfer/promotion to these positions is as noted below:

<b><u>POSITION</u></b>	<b><u>SALARY RANGE</u></b>	<b><u>GRADE</u></b>	<b><u>DEPARTMENT &amp; DIVISION</u></b>
Crew Leader Highway	\$42.24 - \$48.59 hr.	PW CL	Public Works - Highway

### **CLOSING DATE FOR FILING:**

**August 29, 2025                      3:00 p.m.**

### **TESTING REQUIREMENTS \* -**

Skills Test

Interview

(Weighted 70%)

(Weighted 30%)

\* ***Each*** portion of the testing requirements ***must*** receive a passing score of 70% or more in order to proceed to the next phase of the testing process.

\*\* Possession of a valid Connecticut Driver's License with current CDL with Class A including 5<sup>th</sup> wheel certification allowing for the operation of all equipment required to perform all tasks of the grade.

### **GENERAL STATEMENT OF DUTIES :**

Performs responsible skilled, semi-skilled and administrative tasks related to coordinating the daily operations of the Highway Maintenance Division and serving as the lead person, overseeing the work accomplishments of all other rank and file employees in the Highway Division. Assists in planning daily activities.

### **Minimum Qualifications:**

Graduation from High School with a minimum of eight (8) years in the operation of all equipment involved in the care and maintenance roads and drainage systems as well as grounds work, and 3-4 years of supervisory experience and team-work concepts.

Applications must be filed in the Personnel Office, 13 Masonic Street 2<sup>nd</sup> floor, New London, CT no later than the specified closing date of August 29, 2025, at 3:00 p.m. EOE MFH

**CLOSING DATE: AUGUST 29, 2025, at 3:00 pm.**

FLSA: non-exempt  
Grade: CL  
Location: Public Works, Highway Maintenance  
Approved by Personnel Board: 5-29-12  
Concurred Union: 5-12  
Hours: 40

## **HIGHWAY CREW LEADER**

### **GENERAL STATEMENT OF DUTIES :**

Performs responsible skilled, semi-skilled and administrative tasks related to coordinating the daily operations of the Highway Maintenance Division and serving as the lead person, overseeing the work accomplishments of all other rank and file employees in the Highway Division. Assists in planning daily activities.

Works under the general direction of the Parks and Grounds Maintenance Manager.

### **EXAMPLES OF WORK (ILLUSTRATIVE):**

Under the direction of the Parks and Grounds Maintenance Manager, supervises and participates in the work of employees performing varied tasks in the inspection and repair of roads and other paved areas damaged by potholes, missing signs or drainage defects.

Division work includes responsibility for the cleanliness of the downtown area including sweeping, trash removal and all other assigned duties, as well as signage installation and maintenance of the storm drainage system.

Ensures that all work assignments are completed on a daily, weekly and monthly basis, including all divisional overtime assignments. Oversees work production and monitors safe work performance in accordance with established procedures and timetables, factoring resource capabilities into work assignments.

Provides leadership in the technical aspects of the operations and applications of all assigned vehicles and equipment. May train subordinates to properly perform their duties. Assigns divisional employees to work details, and ascertains that they are properly using available equipment, materials, and supplies.

Leads by example and promotes to team members professional and customer-oriented service for the residents, businesses and visitors to the City of New London. Ensures all members of the division follow proper safety procedures.

Maintains precise, computerized records of assigned personnel, equipment and materials used, work done, and time spent in daily assignments. Accurately maintains records on employee attendance and overtime worked in accordance with the working agreement between the City and Union. Creates reports as required.

May operate a variety of light and/or heavy equipment necessary to perform crew leader duties, including performing any work assignment within the Highway Division as needed, or as required. May serve in an "on call" capacity and is available for emergency calls when necessary.

Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of all methods of highway operations, equipment and techniques used in highway maintenance, and in the maintenance of storm drainage systems

Considerable knowledge of occupational hazards and safety precautions related to highway and storm drainage maintenance work.

Skilled in the use of all tools, vehicles and equipment needed for Highway Division work.

Skilled in the use of a personal computer and in the ability to create, store and access accurate data and to produce related documents.

Considerable ability to lead, motivate and oversee the work of others, to maintain a high level of morale and productivity of the work team, even under adverse conditions.

Ability to work well independently, completing work thoroughly and in a timely manner, to be on call when needed and to respond to emergencies as necessary.

Ability to effectively receive and communicate directives in both written and oral form.

Ability to establish and maintain effective, courteous working relationships with supervisors, co-workers, government representatives, other City employees, residents, customers and the general public.

Ability to handle the physical demands of the position on a daily basis and ability to safely navigate work areas and to operate all division vehicles in all kinds of weather and to report to duty at any time of day or night, as necessary.

**MINIMUM QUALIFICATIONS:**

Graduation from High School with a minimum of eight (8) years in the operation of all equipment involved in the care and maintenance roads and drainage systems as well as grounds work, and 3-4 years of supervisory experience and team-work concepts.

**SPECIAL QUALIFICATIONS:**

Possession of a valid Connecticut CDL Motor Vehicle license with endorsements as required to operate all vehicles within the division.

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