

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: TREES MAINTENANCE CREWLEADER \_\_\_\_\_ DATE: ~~DECEMBER, 2001~~

PERSONNEL COMMISSION APPROVAL: APRIL 21, 2021 (Revised)

COUNCIL APPROVAL: \_\_\_\_\_ DECEMBER, 2001

JOB CODE: 0144  
EMPLOYMENT STATUS: REGULAR FULL-TIME  
UNIT REPRESENTATION: HBMTMEA  
FLSA STATUS: NON-EXEMPT  
EEOC CODE: TECHNICIANS

**DUTIESJOB SUMMARY**

~~Under~~<sup>With</sup> general supervision, oversees the work of performs crew~~leader~~<sup>responsibilities</sup> and operates aerial trimming equipment to maintain all City trees, aesthetically and in a safe manner; removes dead and dying or diseased trees and plants new trees to provide a safe environment for the public in the parks, streets, and arterial highway; and performs other duties as required within the scope of the classification.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Tree Maintenance Supervisor  
Supervises: Skilled and non-skilled craft, service-maintenance, and contract personnel

**DISTINGUISHING CHARACTERISTICS**

~~Differs from the Trees Maintenance Leadworker in that the Crewleader functions as a working supervisor and oversees the projects and work of all crews while the Leadworker performs advanced journey-level work and provides instruction and direction to personnel of an assigned crew regarding daily work tasks. The Crewleader, Trees is a single journey class level position responsible for operating aerial trimmers and manlifts and performs supervisory responsibilities for the crew.~~

**EXAMPLES OF ESSENTIAL DUTIES**

- Plans, schedules, selects or approves, and requisitions necessary equipment and related supplies
- Schedules crew for service requests of work to be completed and oversees and inspects all work in progress to ensure quality, timeliness and safety;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: TREES MAINTENANCE CREWLEADER ————— DATE: DECEMBER, 2004

- Supervises and assists contractors performing tree maintenance work on City property; coordinates work with other departments
- Inspects equipment and reports safety hazards and maintenance problems; schedules and coordinates preventative maintenance on a regular basis;
- Oversees, assists or participates in performing trimmings and removals of dead, dying, or diseased trees and limbs; removing brush and tree trimmings, stumps and roots, and disposing of in a safe manner;  
~~—supervises and inspects crew and work completed.~~
- Operates trucks to transport equipment to and from job sites;
- Oversees or participates in settings up traffic controls at job site per CALTRANS W.A.T.C.H. handbook;
- Oversees, assists or participates in settings up and operating aerial trimmers and manlifts to trim trees and remove limbs and branches;
- Oversees, assists or participates in operating loaders to remove brush, trees and soil and to extract stumps; digs planting holes and plants new trees;
- Operates dump trucks to transport materials and debris;
- Uses other basic hand and power tools such as trimmers, chain saws, pruners, wands, edgers, stake pounders;
- Oversees, assists or participates in maintaining and adjusting aerial equipment and other tools; hanging and taking down City banners from streets as required  
~~—~~
- Maintains schedules and reports of crew; checks time records and safety reports;
- Responds to calls for service after regular work hours orders supplies and materials as needed;
- Supports and actively promotes the City's safety programs; leads safety and staff meetings;
- Interviews, trains and motivates employees; assigns and evaluates work; recommends disciplinary action according to established City procedures
- Drafts performance appraisals  
~~—determines and explains work methods, procedures and equipment use to employees in crew~~
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties as required

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: TREES MAINTENANCE CREWLEADER** ~~DATE: DECEMBER, 2004~~

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

### **MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

#### **Knowledge of:**

- Work methods, procedures, and techniques associated with the operation of aerial trimmers, manlifts, backhoes, loaders, root cutters, stump grinders and related hand and power tools and equipment;
- sState vehicle code and traffic safety laws and regulations;
- tTree species identification and selection; pruning, removal and safety techniques;
- mMaintenance, safety and basic equipment repair procedures;
- sSupervisory practices and procedures-
- Computer hardware and software pertinent to record keeping and communications
- Quality customer service principles-

#### **Ability to:**

- Schedule and prioritize manpower and projects
- Assign work, monitor and evaluate work progress
- Read and understand blueprints;
- Maintain accurate records
- uUnderstand detailed written and oral instructions;
- pPerform mechanical functions and safely operate various equipment and hand tools;
- wWork safely at substantial heights above the ground;
- sSupervise work crew and communicate effectively to create a cooperative team-
- Resolve day-to-day questions/problems regarding equipment, materials, methods, and procedures needed to complete projects
- Operate personal computer and standard software applications
- Establish and maintain effective interpersonal relations with those contacted in the course of work

**Education:** High school diploma or equivalent certificate.

**Experience:** ~~Three~~Five (5) years in operating field maintenance equipment, including;

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: TREES MAINTENANCE CREWLEADER DATE: DECEMBER, 2004

tree trimming and tree identification ~~experience preferable~~; and one (1) year of lead or supervisory experience.

**Certifications/License:** ~~A valid California Class A driver license and an acceptable driving record are required at time of appointment and during course of employment. Possession of a valid commercial Driver's License, with the ability to obtain appropriate endorsement within a reasonable time frame. Note: Failure to obtain appropriate endorsement may result in the failure to pass probation.~~

International Society of Arboriculture Certified I.S.A. Arborist or equivalent certification required.

### **SPECIAL CONDITIONS**

Positions in this classification are deemed safety sensitive under Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations and subject to drug and alcohol testing.

Employees regularly assigned/required to drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice Program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed primarily outdoors and involves full exposure to wind, rain, sun, and extreme temperatures. Work involves exposure to potential physical harm, dangerous machinery, loud noises from equipment and vehicle engines, hazardous chemicals, exhaust, and potentially infectious diseases. Performs moderate to heavy work. There is a frequent need to stand, sit, stoop, walk, climb and balance, kneel, crouch, reach, bend and work in confined spaces, lift, move, or drag objects which may weight approximately 50 pounds and up to 100 pounds with the use of proper equipment or assistance, and

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



**TITLE: TREES MAINTENANCE CREWLEADER** ~~DATE: DECEMBER, 2004~~

perform other physical activities during the course of the workday. Must utilize approved safety equipment and protective gear including but not limited to goggles, hard hats, respirators and/or hearing protection. Some work may also be performed in a general office environment.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

~~—Work involves moderate to heavy work in a shop environment or in the field in all types of weather, with exposure to hazardous chemicals, and potential exposure to physical harm. There is frequent need to stand, stoop, bend, walk, lift heavy objects up to 80 pounds and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

Rev. Mar 2021 pa

DRAFT