

Uintah County

Job Description



Title:	Crew Leader	Code:	604
Division:	Operations	Effective Date:	3/07
Department:	Road	Last Revised:	3/07
FLSA Cat:	Non-Exempt	Pay Grade:	27

GENERAL PURPOSE

Performs a variety of **first-line field supervisory and advanced level** skilled duties required in the construction, repair, maintenance and upkeep of county roads, bridges, culverts and flood channels. Performs as a trouble shooter with competence at master level in all aspects of heavy equipment operation and road construction.

SUPERVISION RECEIVED

Works under the general supervision of the Road Department Manager.

SUPERVISION EXERCISED

Provides general working supervision over operations, maintenance and construction crews consisting of Equipment Operator(s) II, Equipment Operator(s) I, Driver(s) and Laborer(s).

ESSENTIAL FUNCTIONS

Directs a project crew in the installation and maintenance of county roads, culverts, flood systems, or other assigned operations; assists in determining work priorities and coordinating projects; assists in project needs analysis, assigns personnel and determines material quantities; assures timely completion of projects according to established standards; assures project safety.

Monitors crew member performance and makes recommendations affecting employment status such as retention, advancement, discipline and discharge; instructs employees in proper operation and safety functions; assists employees to correct deficiencies; assures compliance with standard operating procedures; maintains various field records related to work production.

Supervises daily construction and maintenance projects; operates complex heavy equipment; performs finish and technical grader operations; supervises truck drivers in the proper placement of construction materials; assures project quality and conformance to materials standards.

Operates specialized heavy equipment such as road grader, backhoe, trackhoe, trucks, lowboy belly dump, roller, scraper, dozer and other similar equipment in the maintenance, construction and repair of county road system; monitors flood control channels to prevent blockage, clears culverts of debris; repairs pot holes, highway shoulders, lays road cover and gravel.

Operates trucks, dump trucks and pups, snow plow and sanders in hauling, plowing and cleaning streets and highways; repairs and replaces highway markers and road signs; operates mower to clear and maintain weed growth; controls tree growth in the right-of-ways; operates dozer as needed to control fires by pushing fire breaks, installs cattle guards.

Checks and services assigned equipment; performs routine maintenance and emergency repairs; reports mechanical problems to the shop for repair; operates a variety of hand and power tools in performing general maintenance of vehicles and equipment; may assist in the fabrication of equipment parts.

Performs duties with due regard for personal safety, that of other employees and the public; assists in training subordinates in proper safety practices; performs as a flagger when assigned to assure safety while working on highways.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school, plus one (1) year of specialized training provided through professionally sponsored workshops and seminars, technical college or in-service;
 - AND
 - B. Four (4) years of experience in operating medium to heavy equipment and tools related to road maintenance and construction or related specialty operation;
 - OR
 - C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

Considerable knowledge of hazards and safety standards common to light to heavy equipment operation; principles and techniques of heavy mechanized equipment maintenance; various departmental, state and/or federal standards related to specialty operations, i.e., signing, roads, bridges, etc.; **working knowledge of** county road system; **some knowledge of** basic engineering and survey instruments and their operation; principles of supervision.

Skill in the operation of light to heavy duty mechanized equipment.

Ability to direct the work of others; operate various kinds of light to heavy duty equipment; perform strenuous labor for extended periods of time under varying conditions; follow engineering specifications and blueprint instructions; establish effective working relationships with employees, elected officials and the general public.

3. Special Qualifications:

Must possess or be able to acquire a valid Utah Class "A" Commercial Drivers License (CDL).
 Must be able to pass ICC physical and maintain medical certificate.
 Must be flagger certified or be able to attain certification when required.
 Must be able to comply with applicable county and departmental policies and safety standards.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Communicating, hearing and seeing required for completion of essential functions. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Occasional travel in automobile or equipment required in job performance. Some daily and severe seasonal aspects of the job pose threats or hazards capable of producing physical injury.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
 (Employee)