**Job Description – Crew Chief Road Hand -Commissioner's Office**

## Position Title: Job Family: Reports to: FLSA Type:

Crew Chief Road Hand Commissioner's Office Commissioner

Commissioner Non-Exempt

# General Summary:

Performs highly advanced and/or supervisory (senior-level) construction and maintenance work. Work involves the specialized operation of heavy and light equipment used for repair, maintenance, and construction programs. May plan, assign, and/or supervise the work of others. Works under limited supervision with considerable latitude of the use of initiative independent judgment. Work involves responsibility to the Commissioner for priorities road work, keeping precinct supplied with materials, and performing maintenance on all county vehicles.

# Essential Job Functions:

* Operate a variety of types of gasoline and diesel equipment, operate welding machine, and light and heavy equipment involved in construction and maintenance projects, such as graders, backhoes, front-end loaders, forklifts, dump trucks, or related equipment.
* Prepares daily reports and logs related to quantities of materials used, types of equipment, work hours, and project status.
* Performs routine and preventive vehicle and equipment maintenance and repair to ensure

proper operating conditions.

* Performs general maintenance/manual labor as required.
* Performs traffic control set up on job sites to ensure safe working environments.
* Reports and/or repairs malfunctions on light and heavy equipment.
* May work on the reconstruction or rehabilitation of streets, surface maintenance, traffic control, or drainage zones.
* May assist during emergency situations such as floods, severe weather, and accidents.
* May be required to read and interpret blueprints, drawings, and specifications for road or other construction.
* May lead crew at job sites to ensure a safe working environment and provide on-site

supervision of crew task performance.

* May plan, assign, and/or supervise the work of others.
* Performs other duties as assigned.

# General Qualification Guidelines:

## Experience and Education

Experience in maintenance and repair work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

## Knowledge, Skills and Abilities

* Knowledge of construction maintenance, repair, and operation of light and heavy equipment, including vehicles.
* Ability to maintain records of materials, supplies, time and work performed
* Ability to work effectively with the public
* Ability to train others
* Ability to plan, assigns, and/or supervises the work of others.

## Registration, Certification or Licensure

* May be required to be licensed in a specialty area
* May require a valid Texas Driver's License and/or Commercial Driver's License

## Physical Demand Code

* 50% Time Spent on VH - Very Heavy
* 50% Time Spent on S - Sedentary
* C - Continual
* 1,2,3,4,5,6,7,8,9,10,l l,12,13,15,17,18,19,20

## PHYSICAL DEMANDS (overall strength)

To do mechanic work, to get in and out of vehicles, to load and unload material and to assist on road building

To drive trucks and heavy equipment, keeping maintenance records, and performs other clerical work as needed and inventory of materials

To do mechanic work, get in and out of the vehicles, help load and unload material

Lifting and carrying heavy tools excess of 25lbs., loose asphalt 3llbs. per shovel full, cement bag 94lbs., compacted asphalt 40 lbs. per shovel full, chain saw 65 lbs., axe 15 lbs., culverts that take more than one person to lift/carry weighs over 10Olbs.

These four (4) activities are all involved in doing mechanic work on all pieces of equipment, doing all the necessary work required in doing road work.

## PHYSICAL DEMAND CODE

Standing

Sitting

Walking

Lifting/Carrying

Pushing/Pulling Bending/Twisting

To operate motor vehicles, to complete records, read memos, material labels, and nearly all aspects of this job

To receive instructions from Commissioners, communicate with the general public and

co-workers, horns, signals, when operating. heavy equipment

To operate motor vehicles and heavy Equipment

Vision

Hearing/Talking

Foot Controls

## TIDS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED: PHYSICAL DEMAND DESCRIPTION JOB TITLE

**Machines, Tools, Equipment, and Work Aides**

Motor graders, dump trucks, front end loaders, bulldozers,

## Environmental Factors

None

## Protective Equipment Required

None

## Non-Physical Demands

Be able

## SKILLS

**Reading:** Road signs, maps, written orders, policies and procedures of Van Zandt County, material orders, invoices, supply orders

**Writing:** Material orders, maintenance records, keep records as to job completion, materials

needed, etc.,

**Math:** Calculate asphalt and sand oil overlay, calculate in dollars the amount needed to operate the department each year, request for transfer of funds from different accounts.

**Reasoning:** Ability to analyze and evaluate the needs on county road calls for repair, and establish priorities to take corrective action

**Supervisory:** Supervise nine (9) fulltime and four (4) part-time employees

**Managerial:** Responsible to commissioners for the completion of each job as cost effective as possible

**Interpersonal:** Ability to work courteously and professionally with the general public on day to

day road maintenance work, develop a good liaison between employee and Commissioners.

CDL preferred

Equipment operator preferred

* **For the purpose of compliance with the Americans wi h Disabilities Act and ADA Amendments Act1 this job**

**NOTE:** This job description covers the general nature and level of work being performed by employees holding this position.. This is not intended to be a comprehensive listing of all duties and responsibilities required.

## Employee Acknowledgement

This confirms that I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have received a copy of my job description with van Zandt County and I recognize that job duties may be changed, amended or supplemented at any time, and that such changes will supersede this job description.

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Employee Signature Date

* **For the purpose of compliance with the Americans with Disabilities Act and ADA Amendments Act, this job**