



Crew Leader II Road

RD/4-620

JOB SUMMARY

This position is responsible for either Asphalt Paving Operations including conducting pavement inspections and the maintenance of asphalt roads or Grading Operations including managing internal construction projects from approved sets of construction plans. This position supervises an assigned crew of personnel in the construction, maintenance, and repair of roads, bridges, and related infrastructure. This position is subject to be included in the off-hours on-call response service.

MAJOR DUTIES

Asphalt Paving Operations

1. Supervises and participates in an assigned crew's performance of a major public works function.
2. Develops work plans and schedules.
3. Conducts annual review and performance appraisals for assigned staff and addresses personnel issues.
4. Inspects all paved roads and evaluates the need for maintenance.
5. Supervises all paving activities.
6. Manages all contracted work associated with road maintenance, including lease trucks, milling operations, crack sealing, flagging, etc.
7. Inspects new road construction completed by developers.
8. Trains staff on proper flagging techniques.
9. Provides safety training to personnel.
10. Directs the care of assigned vehicles, equipment, and tools; verifies that necessary repairs and maintenance are scheduled.
11. Maintains record and prepares reports of activities and events.
12. Oversees the safety of the public and work crews by ensures the implementation of proper traffic control procedure.
13. Responds to after-hours emergencies.
14. Performs other related duties as assigned.

Grading Operations

1. Supervises and participates in an assigned crew's performance of a major public works function.
2. Assigns tasks to personnel.
3. Provides training to subordinates in the proper, safe and efficient techniques of performing the assigned task.
4. Develops work plans and schedules.
5. Conducts annual reviews and performance appraisals for assigned staff; addresses personnel issues.
6. Responsible for the care of assigned vehicles, equipment and tools including verifying the necessary repairs and maintenance are scheduled.
7. Maintains records and prepares reports of activities and events.
8. Responsible for public and crew safety in the vicinity of the work zone by verifying that proper traffic control procedures are in place and are being used.
9. Responsible for product quality.
10. Responds to after-hours emergencies.
11. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Asphalt Paving Operations

1. Knowledge of the principles and practices of road construction, repair, and maintenance, including asphalt repair, preservation, and resurfacing.
2. Knowledge of asphalt spread rates, compaction, and hauling.
3. Knowledge of asphalt rating principles.

Grading Operations

1. Considerable knowledge of procedures, techniques, equipment, materials and supplies used in road maintenance and road construction.
2. Read and interpret construction staking.
3. Skill in the use of construction levels and determining slope and elevations.
4. Read and interpret construction drawings.
5. Knowledge of drainage systems, including proper installation procedures.

All

1. Knowledge of drainage principles, including proper installation procedures, concrete placement, formwork, and finishing.
2. Knowledge of Manual of Uniform Traffic Control Devices standards.
3. Knowledge of equipment operation principles.
4. Skill in the supervision of personnel.
5. Skill in the operation of heavy and light equipment and hand tools.
6. Skill in public and interpersonal relations.
7. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Road Director, Assistant Director and Field Operations Manager assign work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county policies and procedures, the county Safety and Loss Manual, Fayette County Engineering Standards, the Manual of Uniform Traffic Control Devices, OSHA regulations, and Georgia Department of Transportation construction standards. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related supervisory and road construction duties. Heavy traffic and inclement weather contribute to the complexity of the position.
- The purpose of this position is to supervise a crew of personnel in the repair and maintenance of the county's roadways. Success in this position provides safe and well maintained roads for county residents and visitors.

CONTACTS

- Contacts are typically with co-workers, vendors, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Equipment Operator III, Equipment Operator II, Equipment Operator I, and Road Maintenance Worker.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Successful completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment and every three (3) years thereafter. Flagging Trainer certification (Asphalt). Worksite Traffic Control Supervisor (Grading). OSHA 10 Hour Certification. Erosion Control "Blue Card." Trench Safety and Confined Space certification.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.