



Right-Of-Way Maintenance Crew Leader Road

RD/6-613

JOB SUMMARY

This position is responsible for the clean-up, minor construction, repair and maintenance of roads, rights-of-way and public properties. This position is subject to be included in the off-hours on-call response service.

MAJOR DUTIES

1. Keeps Fayette County rights-of-way free and clear of obstacles and debris; removes trees, trims tree limbs, removes vegetation, removes storm debris and trash; applies herbicides to control vegetation around roads and bridges.
2. Repairs and/or replaces County infrastructure, including curbs and gutters, catch basins, sidewalks, and driveway culverts.
3. Installs and maintains Best Management Practices for soil erosion and sediment control; establishes temporary and permanent vegetative cover on project sites; mixes and applies fertilizer, lime, mulch and seed to establish grass.
4. Assists other Road Department crews on an as-needed basis, including mowing, grading, traffic flagging, and paving crews; operates rollers and various types of front end loaders; operates a tractor and rotary cutting attachment to cut roadside vegetation; assists these crews with minimal training and supervision.
5. Supervises a crew of inmates (typically 1 to 10 people) to assist with Right-of-Way maintenance activities.
6. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of safety, maintenance, and operating procedures for various hand tools, such as shovels, chain saws, pole saws, weed trimmers, blowers, brush cutters, cutoff saws, concrete saws, circular saws, power generators, portable concrete mixers, bush axe, etc.
2. Knowledge and experience in forming, placing and finishing reinforced concrete structures commonly used in the construction and maintenance of roads and streets.
3. Knowledge of the principles and practices of road construction, repair and maintenance.
4. Knowledge and experience in the proper installation of soil erosion and sedimentation control Best Management Practices.
5. Knowledge of Manual of Uniform Traffic Control Devices standards as it applies to work zone safety.
6. Skill in operating light and heavy equipment, including but not limited to hay blowers, hydroseeders, rollers, mowers, tractors with various implements, rubber-tire backhoes, rubber-tire loaders, single and/or tandem axle dump trucks, skid steers, power brooms and wood chippers.
7. Skill in determining required material quantities for projects.
8. Skill in the supervision of inmate labor.
9. Skill in public and interpersonal relations.
10. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Field Operations Manager assigns 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, Department of Corrections policies, 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 varied supervisory and right-of-way maintenance duties. Heavy traffic and inclement weather contribute to the complexity of the position.
- The purpose of this position is to participate in the cleanup, repair and maintenance of county rights-of-way and to supervise inmates in the performance of these duties. Success in this position provides safe and well maintained roads and rights-of-way 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 standing, walking, bending, crouching or stooping. The employee frequently lifts heavy objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and irritating chemicals. The work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned inmate laborers and may have functional supervision over other department personnel as assigned.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license, more specifically discussed in MINIMUM QUALIFICATIONS, and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Be certified to provide supervision over jail inmates. Erosion control certification. OSHA 10 Hour certification 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

- High School Diploma or GED.
- Ability to read, write and perform basic mathematical calculations.
- Sufficient experience to understand the basic principles relevant to the major duties of the position.
- Possession of a valid Class B CDL driver's license issued by the State of Georgia within 9 months from the date of hire or promotion.
- Possession of GDOT approved traffic flagging certification within 9 months from the date of hire or promotion.
- Certification for supervision of inmate work crews (acquire within 9 months from the date of hire or promotion).
- Erosion Control certification.