

SHAWNEE COUNTY, KANSAS
Position Description
Crew Leader

POSITION NUMBER: PW1066, PW1067, PW1068, PW1069, PW1070 **FLSA STATUS: N**

POSITION DESCRIPTION

Under general supervision, this position is responsible for the operation of construction equipment and leading a road maintenance work crew. Must be able to operate, maintain and service road construction and traffic equipment. Takes direction from the Road and Bridge Superintendent or Assistant Road Supervisor in performing assignments when requested. Performs other duties as required. This position is supervised by the Road Superintendent or Assistant Road Supervisor.

WORK PERFORMED

- 50% Leads Crew.** Leads and instructs road maintenance crews on proper completion of tasks as assigned by the Road and Bridge Superintendent or Assistant Road Supervisor. Needs to be available on call for emergency situations and organize crew for emergency snow removal.
- 15% Equipment Operation.** Operates and performs maintenance on all road maintenance equipment including motor grader, asphalt distributor, lay down machine, chip spreader, loader, snow plow and sanders, traffic painting and signage.
- 15% Reports.** Completes required reports including time, labor and equipment sheets. Must have knowledge of work orders and activity code numbers pertaining to work done. Reports all road and traffic defects and damaged/missing traffic signs as soon as possible to Road and Bridge Superintendent or Assistant Road Supervisor.
- 10% Review.** Inspects and reviews work to ensure projects are complete.
- 10% Monitor.** Monitors crews that proper safety techniques are being utilized. Explains, demonstrates and trains employees in the proper use of equipment used on the job. Checks work procedures and products.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Effective leadership skills.
- The care and maintenance of different types of roads and road signs.
- Service and maintenance requirements of equipment used.
- Applicable work safety rules and procedures.

Ability to:

- Organize and instruct employees performing manual/semi-skilled/skilled tasks.
- Understand and follow complex oral and written instructions.
- Maintain records and prepare reports.
- Perform strenuous manual labor.
- Fill out time, labor and equipment sheets.
- Communicate effectively, both orally and in writing, using the English language.
- Learn work orders and activity code numbers.
- Establish and maintain effective working relationships with employees, supervisors and the public.
- Instruct others in the operation of all tools and equipment used in the field.
- Be available for emergency call in and organize crew for emergency snow removal.

Skill in:

- Maintenance and repair of roads and road signs.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing			X		Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-50 lbs.			X		Around Moving Machinery				X
ARMS					Carrying-50 lbs.			X		Driving Automotive Equipment			X	
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes			X	
Lifting-50 lbs.			X		Twisting			X		Cramped Body Position			X	
Pushing/Pulling			X		Squatting			X		Sustained Positions		X		
Carrying-50 lbs.			X		Turning			X		Noise Levels (Excessive)		X		
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces		X		
Near Vision			X		Standing			X		Work Above Ground		X		
Far Vision			X		Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying-50 lbs.			X		Irregular Surfaces			X	
VOICE					Climbing			X		Moving Objects			X	
Talking			X		Jumping	X				In High Volume Traffic			X	
EARS					Turning			X		Exposure to Marked Changes in				
Hearing			X		Lifting-50 lbs.			X		Temperature and Humidity			X	

EQUIPMENT USED

- | | | | |
|---------------------|------------------|------------|--------------------|
| Motor Grader | Weed Eaters | Rollers | Backhoe |
| Asphalt Distributor | Lay Down Machine | Snow Plow | Sander |
| Skid Steer Loader | Chip Spreader | Dump Truck | Rubber Tire Loader |
| Wacker Packer | Mowers | Chain Saws | Painting Equipment |

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MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate.

Three (3) years' experience in the operation of equipment, tools and materials used in road maintenance, construction and signage.

Valid Kansas Class B Commercial Driver's License (CDL) with tanker endorsement and eligible to operate a County-owned vehicle (HR-2013-2).

Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to pass a pre-employment/periodic CDL physical(s)/drug screen(s) and a review of driving record.

Required to lift and carry fifty (50) pounds.

Required to work additional hours (mandatory overtime) and/or may be called to work based upon the immediate needs of the department, in a proven emergency situation, or as determined by the appointing authority.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 08/03
Revision History: 01/19