

TITLE: Crew Leader I

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DEPARTMENT: Road, Fayette County

JOB SUMMARY: This position is responsible for supervising an assigned crew of personnel engaged in public works construction, maintenance or repair activities.

MAJOR DUTIES:

- Supervises and participates in an assigned crew's performance of a major public works function;
- Assigns tasks to personnel.
- Provides training to subordinates in the proper, safe and efficient techniques of performing the assigned task.
- Develops work plans and schedules.
- Conducts annual reviews and performance appraisals for assigned staff; addresses personnel issues.
- Responsible for the care of assigned vehicles, equipment and tools including verifying the necessary repairs and maintenance are scheduled;
- Maintains records and prepares reports of activities and events;
- 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.
- Responsible for product quality.
- Responds to after-hours emergencies.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the principles and practices of road construction, repair, and maintenance including asphalt repair, preservation and resurfacing.
- Knowledge of drainage principles, including proper installation procedures, determining and establishing elevations, grades and slopes;
- Knowledge of concrete placement, formwork, and finishing.
- Knowledge of the Manual of Uniform Traffic Control Devices Temporary Traffic Control standards and procedures.
- Skill in the supervision of personnel.
- Skill in the safe and productive operation of all equipment, vehicles and tools used by the crew in the performance of their assigned duties.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Assistant Department Director or Field Operations Supervisor 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.

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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 are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related supervisory and road construction duties. Heavy traffic and inclement weather contribute to the complexity of the position.

SCOPE AND EFFECT: 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.

PERSONAL CONTACTS: Contacts are typically with co-workers, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS: 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.

WORK ENVIRONMENT: The work is typically performed 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 an assigned crew of personnel.

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.

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 mathematical calculations;
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with three to five years' experience or service.
- Possession of a State of Georgia issued valid Class A CDL driver's license within 90 days of being hired or promoted into this position;
- Possession of GDOT approved traffic flagging certification;
- Possession of Level 1A Erosion Control certification;
- Employee must be skilled in the use and operation of the equipment associated with the position;