

**Comal County
Job Description**

Job Title: Crew Chief
Department: Road Department
Employee Name:
FLSA Status: Nonexempt
Prepared by: Road Department
Approved by: Commissioners Court

Job Code Number: 545
Salary: N8
Employee ID:
Reports To: Foreman
Prepared Date: 01/01/2016
Updated: 09/16; 11/16; 10/18

SUMMARY

Plans and performs work related to road construction and right of way maintenance tasks; will have contact with the public; requires decision making skills; must be able to perform strenuous work in the outdoors under all weather conditions.

SUPERVISION RECEIVED

Works under general supervision of the Foreman.

SUPERVISION EXERCISED

Mentors and supervises assigned employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans and completes tasks related to right-of-way maintenance. Must demonstrate capabilities in establishing and reestablishing drainage and culvert systems, construct forms and finish concrete projects; able to use an automatic or laser level to gather and interpret elevation data, must demonstrate ability to calculate and establish new grades. Brush crew must be able to demonstrate capabilities in tree clearing and other vegetation from within the right of way.
2. Able to train operators on the application and use of assigned crew tools, equipment and vehicles.
3. Responsible for accountability of assigned county equipment including condition/upkeep, scheduled & corrective maintenance; responsible for staging equipment in the field, must employ techniques and all available deterrents to safeguard from loss, damage or theft
4. Provide counseling and performance correction in accordance with the Comal County Employee Handbook and in consultation with the Foreman.
5. Know and implement the Comal County Road Department Accident Prevention Plan.
6. Attendance is an essential function of the job.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from

the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

High School diploma or GED preferred. At least 5 years of experience in roadway or right of way construction and maintenance or related work, to include 3 years of supervisory experience. Must be able to read and interpret technical orders, Safety Data Sheets, safety rules and policies.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess and maintain a Class A Commercial Driver's License (CDL) with tank vehicle and air brake endorsement, to include tractor-trailer CMV; must be insurable by Comal County Insurance Company in order to operate county vehicles.

OTHER SKILLS AND ABILITIES

Able to establish and maintain an effective and cooperative working relationship with other employees; able to perform strenuous work in the outdoors under all weather conditions.

DESIRED MINIMUM QUALIFICATIONS:

LANGUAGE SKILLS

Able to read and comprehend instructions and short correspondence; write simple memos; present information in one-on-one and small group situations with other employees.

MATHEMATICAL SKILLS

Able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Able to apply commonsense understanding to carry out detailed written or oral instructions. Must be able to establish and maintain an effective working relationship with other employees.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal work hours for this position is Monday – Friday, 8:00 AM to 4:30 PM with 30 minutes for lunch (equals a 40 hour workweek). Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day of the week, as deemed necessary by the County Engineer. The official work week is a seven-day workweek beginning at 12:01 AM on Saturday and ending at 12:00 AM on the following Saturday.

This position requires safety boots at all times, which Comal County will provide. These safety boots shall only be used for work related activity as part of the Personal Protective Equipment (PPE). Employees reporting to work without safety boots will not be allowed to work and will not be paid for the time required to retrieve safety boots.

When a new pair of safety boots is necessary, you shall provide your used pair of boots for inspection, no exceptions. If approved for replacement, you shall attend the boot store with a County issued voucher, during time outside of normal work hours, and obtain a new pair of safety boots.

If you leave this position within 6 months of receiving a new pair of boots, the cost of the boots shall be extracted from your final paycheck to cover the cost of the new pair of safety boots.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position has been identified with possible risk of exposure to bloodborne pathogens and/or other various hazards that require immunization against such exposure.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate to loud.

All individuals operating commercial vehicles using a Commercial Drivers License (CDL) are required by the DOT to take pre-employment drug tests, random tests, post accident tests immediately following accidents, reasonable suspicion, and fitness for duty testing; in accordance with County and DOT Alcohol and Drug testing policies.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and

employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an “At Will” employment, and under no circumstances is this a contract for employment.

Approval: _____ Approval: _____
(Supervisor or Department Head) *(Commissioners Court)*

Effective Date: _____ Revision History: _____

Acknowledgement of employee: _____
(Printed Last Name, First Name, MI)

Signature of employee: _____

DRAFT