

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment.

Date:	5/17/2017	Department:	Road and Bridge
Title/(Status)/Job Code:	Crew Leader (Patch) (1063)	Reports To:	Unit Supervisor
Pay Grade/Salary Range:	PG 106 - \$27,549.95- \$42,702.43	Closing Date:	6/1/2017

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

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GENERAL DESCRIPTION:

A skilled position responsible for Crew Leader functions in public works construction and maintenance activities. Employees in this class perform responsible work utilizing more advanced knowledge, skills and abilities than positions assigned under their direction.

ESSENTIAL JOB FUNCTIONS:

- Functions as Crew Leader in road and highway maintenance and construction operations. Supervises the construction and maintenance of culverts and other drainage structures.
- Directs and participates in the work of crews performing construction and maintenance projects done by draglines, bulldozers, motor graders, trucks, mowing equipment, asphalt and paving equipment and various other earth moving construction equipment.
- Supervises work crew responsible for accurate paperwork of daily tasks completed. May answer questions regarding information or complaints from the public about projects. Reports actions and more complex public questions to the Supervisor.
- Responds productively to change and performs all other related tasks as required and as directed. These tasks include, but are not limited to, paving operations, drainage installation and maintenance and maintenance of traffic functions.

This is a **DIASTER ESSENTIAL** position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of methods, operating rules and equipment utilized during road construction and maintenance activities. Knowledge of the operating characteristics of construction equipment.
- Ability to plan and supervise the work of labor crews. Ability to understand and carry out oral and written instructions.
- Ability to effectively communicate to work crew both orally and in writing. Ability to keep records and prepare reports. Skill in the use and maintenance of various types of light to medium duty construction equipment such as chain saws, hedgers, lawn mowers, pole saws, tree trimming equipment, paving equipment and tractors.

ESSENTIAL PHYSICAL SKILLS:

- Use of both hands with dexterity. Good hand-eye coordination.
- Continuous use of both near and far vision.
- Frequent standing and walking, including over soft or uneven surfaces.
- Ability to reach, bend, stoop and lift up to 40 lbs. frequently.
- Ability to perform physical work outdoors, under adverse weather conditions.
- Ability to operate a motor vehicle continuously for up to four (4) hours.

SUPERVISORY RESPONSIBILITY

Direct supervisory responsibility over a crew of as many as 3-5 employees.

ENVIRONMENTAL CONDITIONS:

Continuous outdoor work in generally dusty environments. Close proximity to the operation of heavy construction equipment that may have hazardous potential. Continuous exposure to moderately high noise levels.

MINIMUM QUALIFICATIONS:

1. **EDUCATION AND EXPERIENCE:** Graduated from an accredited high school or possession of an acceptable equivalency diploma preferred. A minimum of four years' experience in the maintenance or construction of roads or highways.
2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:** Must possess a valid Florida Commercial Driver's License, Class B or higher, at time of employment.

SUCCESS FACTORS:

The individual filling this position should be assertive enough to manage a crew. This person should also be willing and able to interact with members of the general public.