

CREW LEADER

FUNCTION OF THE JOB

Under supervision, to lead the work of a crew of employees and to participate in that work; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Performs all functions of Patrol Worker.
2. Ensures the work of the crew is performed in an efficient and safe manner and that work sites conform to safety standards as outlined by the department safety manual, Wisconsin Department of Transportation, and the Manual of Uniform Traffic Control Devices.
3. Plans, organizes, and leads the work of a crew of employees, and participates in that work; assists the patrol superintendent by assigning daily work projects to employees.
4. Oversees and may be placed in charge of the concrete crew, County projects crew, or any other project as needed; checks work progress, reports problems to supervisors, and makes recommendations to solve problems that are encountered.
5. Operates motorized and non-motorized equipment as necessary.
6. Requisitions needed materials, supplies, tools, and equipment required to perform the work project within department budget.
7. Keeps detailed records concerning the progress of projects and makes oral and written reports as required.
8. Prepares cost estimates for projects or accident repair; prepares crew leader reports; maintains diggers hotline activities.
9. Coordinates with Fleet the preventative and necessary maintenance and repairs of equipment being used on the project so that work may progress and be completed on schedule.
10. Establishes and maintains effective working relationships with supervisors, crew members, co-workers, contractors, law enforcement agencies, WI DOT, utilities and other outside agencies and County departments and staff, and the public.
11. May be called upon at anytime to respond to emergency situations such as snowstorms, windstorms, flooding, traffic accidents, and/or fires.
12. May be called upon to run the nightly snowstorm operation during a snow event.
13. Coordinates road closures with the DOT, sign crews, media, public and local law enforcement.
14. Performs approvals and reviews of information and data within the division's labor, equipment and materials, and software programs.
15. Maintains prompt, predictable, and regular attendance.
16. May serve as Patrol Superintendent in their absence.
17. Performs other duties as required.

QUALIFICATIONS

Essential Knowledges and Abilities

1. Considerable knowledge of the modern practices, procedures, tools, materials, and equipment used in the maintenance and repair of roads, highways, and right-of-ways.
2. Considerable knowledge of occupational hazards and safe work practices.
3. Considerable knowledge of the Federal and State Manual of Uniform Traffic Control Devices.
4. Considerable knowledge of the modern principles and practices of preventative maintenance and minor repairs of equipment.
5. Working knowledge of Diggers Hotline.
6. Working knowledge of supervisory principles and practices.

QUALIFICATIONS

Essential Knowledges and Abilities (continued)

7. Working knowledge of the division, department, and County's electronic devices and computerized systems.
8. Ability to learn and utilize division, department, and County electronic devices to effectively perform duties and responsibilities.
9. Ability to safely operate tools, vehicles, and equipment necessary to perform duties and responsibilities.
10. Ability to perform moderate to heavy manual labor for extended periods under variable weather conditions.
11. Ability to analyze situations, make appropriate decisions, and take appropriate action in a timely and effective manner.
12. Ability to plan, organize, assign, direct, train, and review the work of other employees.
13. Ability to respond at any time to emergencies such as snowstorms, windstorms, flooding, traffic accidents, and fires.
14. Ability to withstand exposure to favorable and unfavorable weather conditions.
15. Ability to plan, organize, and lead the work of a crew of employees, and to participate in that work.
16. Ability to follow, carryout, and provide oral and written instructions.
17. Ability to assume and to carry out considerable responsibility within established guidelines and with limited supervision.
18. Ability to work independently and as a member of a team.
19. Ability to communicate effectively both verbally and in writing.
20. Ability to establish and maintain effective working relationships with supervisors, crew members, co-workers, contractors, law enforcement agencies, WI DOT, utilities and other outside agencies, County departments and staff, and the public.
21. Ability to keep accurate and detailed records and to make oral and written reports.
22. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. High School Diploma or GED.
2. Five (5) years of work experience in the repair, maintenance, or construction of roads and highways.
3. Valid Class B Commercial Driver's License.
4. Valid Wisconsin Class A Commercial Driver's License with airbrake endorsement within six (6) months of hire.