

HIDALGO COUNTY PRECINCT #1

CREW LEADER II

GENERAL DESCRIPTION

Provide management of the day-to-day operations of the department/work unit and oversight of the work production, quantity and quality of work completed. May schedule work assignments, assign hours and work locations. This position may also train and/or evaluate employees. Handles difficult problems, may develop and implement programs and curriculum, monitors departmental resources and endures compliance with policies and laws.

EXAMPLES OF WORK PERFORMED

Directly responsible for the management of departmental staff, which may include lower level management or supervisory positions

Provides training to staff members as required

Plans, assigns and is responsible for the workload and schedules for team members

Evaluates performance of subordinates, identifying strengths/weaknesses, providing employee development, guidance and motivation, or making/deciding on recommendations for replacement when appropriate

Acts as a managerial resource for staff questions regarding customer issues, policies, etc

Coordinates activities with other departments to expedite work and improve performance

Performs quality reviews/auditors of department's work and makes operational corrections as necessary

Establishes and enforces procedures to expedite and improve processes

Participates in personnel matters including disciplinary actions and resolution of departmental disputes

Perform all other related duties involved in the operation of the Precinct as assigned or required

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Associate's degree or equivalent required

Minimum of six (6) years related work experience

Certificates, Licenses & Registrations

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

Knowledge, Skills, and Abilities

Must have an advanced or expert knowledge of fundamental concepts, practices and procedures of the field of road construction and maintenance

Spreadsheet and/or word processing software knowledge/experience preferred with either specific program applications or general applications such as Microsoft Office Suite

Excellent verbal and written communication/presentation skills

Effective interpersonal and leadership skills that are normally expected of a fully qualified manager

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job

The noise level in the work environment is usually moderate

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations