

APR 17 2025By Webb County
Civil Service Commission**Crew Leader - Maintenance
Road and Bridge****RB/40
Pay Grade: 12****JOB SUMMARY**

This position is responsible for managing a small crew by prioritizing projects, work quality, and providing performance feedback for the maintenance of county roads and right-of-way zones.

MAJOR DUTIES

- Performs and leads the crew in a wide variety of maintenance tasks such as removing trash, leaves, and clearing debris in county roads and right-of-way zones.
- Instructs employees in proper work methods and standards.
- Monitors work quality and ensures adherence to time schedules and safe work practices.
- Establishes safe work zones to ensure the safety of all crewmembers.
- Installs cones and traffic control devices.
- Responsible for using all materials effectively on all projects to avoid waste.
- Performs pre-trip and post-trip vehicle inspections.
- Responsible for communicating daily with immediate supervisor on the progress of current and future projects.
- Responsible for communicating duties to all crewmembers.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of county policies and procedures pertaining to county roads and Right-of-Way maintenance and repairs.
- Knowledge of departmental and safety rules and regulations.
- Skill in operating equipment and tools needed for maintaining the Right-of-Way.

- Skill in establishing safe work zones.
- Skill in the maintenance of tools and equipment.
- Ability to communicate orally and in writing in the English language and orally in the Spanish language.

SUPERVISORY CONTROLS

The Road and Bridge Supervisor assigns work according to general instructions and spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final result.

GUIDELINES

Guidelines include county policies and procedures, vehicle and equipment operation manuals, and traffic laws. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

The work consists of related supervisory and right-of-way maintenance duties. Inclement weather, dangerous field conditions, and heavy traffic contribute to its complexity.

The purpose of this position is to supervise the maintenance of county rights-of-way. Successful performance helps ensure safe and serviceable roads and right-of-way zones.

CONTACTS

- Contacts are typically with county employees and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The department will complete a Physical Activity Checklist to identify the most recent physical and work environment demands of the position prior to posting.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- None.

MINIMUM QUALIFICATIONS

- A high school diploma or GED from an accredited institution is preferred but not required.
- At least one (1) year of relevant experience is preferred.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current driver's license.
- The Webb County Drug and Alcohol Policy applies to this position. Pre-employment drug and alcohol testing, a Motor Vehicle Record (MVR) check, and a criminal background check are required.
- This position *is covered* by the Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date