

TITLE: Road Department Lead Worker JOB CODE: 1203

PREPARED: 6/30/03 FLSA: Non-Exempt

UPDATED: REVISION #:

Summary: Under general supervision, provides daily work direction to work crews engaged in the construction, repair and maintenance of County roads, bridges and right of way.

Distinguishing Characteristics: This designation is distinguished from the Road Assistant Supervisor by the absence of full supervisory authority and less administrative responsibility.

Essential Job Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Plans, directs, trains and evaluates the work of field crews.
- Confers with the Road Assistant Supervisor and Road Supervisor on a regular basis to discuss current and upcoming projects.
- Participates in the planning of various construction and maintenance projects.
- Conducts field inspections of ongoing and completed projects to ensure quality; inspects roads, signs and equipment for needed repairs and prepares recommendations for project proposals.
- Receives, investigates and responds to complaints from the public regarding the quality of services and projects.
- Calculates materials, labor and equipment needed for specific projects.
- Maintains various records of materials, supplies and equipment used for each project.
- Operates various light to heavy motorized equipment and vehicles for work projects.
- Responds to emergency call-out on a 24/7 basis as needed.
- Performs manual labor as needed.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of the principles and practices of engineering.
- Knowledge of the principles, practices, equipment and materials used in bridge and road construction, maintenance and repair.
- Knowledge of the principles and practices of project planning and scheduling.
- Knowledge of state and federal safety rules and regulations.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of County policies, procedures, rules and regulations.

JOB DESCRIPTION

Road Department Lead Worker

- Skill in effectively supervising, leading and delegating work activities.
- Skill in effective oral and written communications.
- Skill in establishing and maintaining effective working relationships with work crews, supervisors and the general public.
- Skill in operating various light to heavy vehicles and equipment.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent GED certificate.
- Four years of experience in road and/or bridge maintenance, construction and repair, with a minimum
 of two years of supervisory experience.
- Possession of a valid State of Nevada Class A Commercial Driver's License with endorsements.
- Flagger certification.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures.
- May be exposed to hazardous chemicals.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting heavy objects over 100 pounds.

Equipment and Tools Utilized:

• Special Equipment includes hand and power tools, chain saw, light to heavy motorized equipment and vehicles, survey equipment, calculator and standardized office equipment.