

# **HIGHWAY MAINTENANCE CREW CHIEF**

## **JOB PURPOSE AND SUMMARY**

Highway Maintenance Crew Chiefs establish work priorities, analyze work requirements, determine procedures and methods, and assign highway maintenance employees to specific tasks in regard to Clark County road rights-of-way. The work requires record keeping and report preparation for highway maintenance projects. Employees make key contributions to annual planning of work in the specialized area of road operations. Employees are expected to make independent decisions and judgments in the performance of their duties. Work performed by incumbents in this classification is reviewed periodically and/or at completion by an Operations Superintendent.

## **CLASSIFICATION DISTINCTIONS**

Highway Maintenance Crew Chiefs supervise the work of Highway Maintenance Specialists, Highway Maintenance Workers, Traffic Control Technicians, and Heavy Equipment Operators. Incumbents prioritize, assign, coordinate, monitor and evaluate work; provide technical assistance; resolve minor work or personnel problems; and make recommendations to the Operations Superintendent regarding employee evaluations, discipline, training, major job reassignments and recruitment selection.

Highway Maintenance Crew Chiefs supervise the specialty areas of traffic sign installation, maintenance and street striping, drainage, water quality, and special maintenance projects of such size, duration, and complexity to require leadership expertise.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Plans and arranges for maintenance projects within assigned area, i.e. traffic sign installation, maintenance and street striping, drainage, water quality, and special maintenance projects.
- Conducts annual review of assigned specialty area to establish and prioritize required maintenance and repair.
- Determines project elements, identifies crew size, equipment and supplies needed. Reviews job specifications with supervisor to assure requirements are met.
- Determines necessary supplies, orders supplies, conducts supplies inventory. Conducts labor and equipment rental cost estimates for projects, develop bids.
- Contributes to overall Maintenance Division planning.

## Clark County, Washington

- Maintains a variety of reports and records which may include; job costs, materials used, time sheets, project schedules, and other reports regarding work accomplished.
- Coordinates implementation of maintenance projects and activities.
- Examines and interprets blue prints and engineering plans to determine proper procedures.
- Assigns workers to specific tasks; communicates procedures to be used, restraints, deadlines and goals to crew members. Ensures safety practices are used in performance of job duties.
- Coordinates with Fleet Services Division to insure that equipment is available when needed.
- Monitors project/activity progress insuring timely completion of work. Directs work in progress, assesses procedures applied and adjusts as circumstances indicate.
- Performs maintenance tasks and operates equipment as needed.
- Confers with Clark County utility representatives for determination of utility placement; modifies project plan as may be indicated.
- Resolves problems in work activities and/or between crew members.
- Explains project/activity to property owners, utility representatives, and the general public; responds to and resolves complaints regarding crew activities.

### **QUALIFICATIONS**

- Four (4) years of experience as a Road & Parks Maintenance employee, performing highway maintenance series duties or a closely related field required.
- Possession of a valid motor vehicle operator's license and current Commercial Driver's License (CDL) as applicable to the assignment.
- Must possess a State of Washington Flagger's Card
- Must possess a Public Operator Pesticide Applicator's License as applicable to the assignment (Medians Crew Chief) or the ability to obtain one within 5 months of hire.

**Knowledge of:** techniques and methods of maintenance and repair of bridges, traffic signs and painting, and/or of roadways, storm water facility, and drainage; maintenance needs analysis planning and prioritization, including crew size, supplies and equipment needs identification; project/activity labor, equipment, and total cost estimate techniques; the occupational hazards and safety precautions of storm water facility/road maintenance as stipulated in the OSHA and WISHA regulations; supervisory principles and techniques; related union contract and Clark County policies.

**Ability to:** resolve procedural or personnel problems while in the field; effectively respond to comments, complaints and concerns of property owners, utility representatives, and the general public; prepare reports and maintain records. Identify proper work procedures; read and interpret blue prints and engineering plans; perform a variety of maintenance functions and operation of light, medium and heavy equipment.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Employees in this category work in all types of climates, both indoors and outdoors. Work may be performed in adverse weather and environmental conditions. This includes working in small, often awkward positions. Work may be performed from ladders or scaffolding and possible in hazardous atmospheres. Employees may work alone and be required to perform on-call duties including nights, weekends and holidays. Contacts include suppliers, manufacturers, other agencies and the public.

Physical demands include but are not limited to standing, crouching, climbing stairs and ladders, reaching, twisting, repetitive motion and lifting. Employees are required to use a respirator and/or Self-Contained Breathing Apparatus when entering a confined space.