

DESCRIPTION: Under general supervision, serves as a lead worker on a continuous basis and assigns and monitors the work activities of a crew engaged in various semi-skilled to skilled tasks to maintain and preserve highways, shoulders, roadside areas, structures, and other broad pavement surfaces and related markings/signs in safe condition. Work is conducted in a safe manner. Performs independent skilled maintenance duties; work is performed outdoors in all types of weather with assignment to a geographic area or a specialized statewide unit; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the third full performance and work-leader classification level of the Highway Maintenance Work class series. Positions at this level are assigned partial responsibility for coordinating and guiding the work of other workers on a regular, on-going basis. The work leader assists a supervisor who has regular full supervisory authority, responsibility, and accountability. Typical elements of direct control over other positions by a work leader include scheduling and assigning work, monitoring progress and workflow, checking the product, and enforcing work standards. Positions would also be assigned work and possess knowledge, skills, and abilities expected at the Senior Maintenance Worker level, but the paramount and preponderant work performed at this level are the work leader responsibilities.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Schedules, distributes/balances, and guides the work assignments of other maintenance workers in accordance with established work flow/assignment and related safety requirements, to assist supervisors in the timely accomplishment of the assigned workload.

Reviews and reports to supervisors on the work performance of crew members to determine overall conformity to established rules, procedures, timetables and safety and quality standards and to document and communicate employee production levels and training needs.

Trains maintenance co-workers in specific maintenance tasks and job practices and procedures to improve and maintain the performance levels of these employees.

Directs maintenance operations such as armor coating, crack sealing, brush cleaning, guardrail repair, patching, and shoulder repair to maintain and preserve highways, roadsides, and other broad pavement surfaces; leads crew members engaged in servicing assigned equipment to comply with preventative maintenance schedules and keep equipment operational.

Operates all types of maintenance equipment such as trucks, rollers, front-end loaders, tractors, motor graders, snowplows, draglines, backhoes and distributors to repair and maintain highways, roadsides, and other pavement surfaces.

Operates specialized equipment such as lay down machines, rock cutters, snoopers, semi-truck trailers and similar equipment to repair and maintain or provide support in the maintenance and repair of highways, roadsides, and other pavement surfaces.

M85113 – HIGHWAY MAINTENANCE CREW CHIEF (continued)

Safely moves, drags, lifts, loads, and unloads various equipment, materials, supplies and hazardous materials or objects from the roadway; spreads and tamps surfacing materials.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: semi-complex highway maintenance and construction methods; equipment and tools used in maintenance activities; safe work procedures.

Ability to: understand, follow, and communicate instructions without constant supervision; endure outdoor work under adverse weather conditions and long hours during emergencies; perform minor mechanical work on tools and equipment; recognize safety hazards and take steps to correct the situation; safely move, drag, lift 35 pounds frequently, up to 60 pounds occasionally (without assistance), and 90 or more pounds infrequently (with assistance); climb, bend, or stoop; select and operate various kinds of equipment appropriate to the maintenance activity; apply agency policies pertinent to maintenance operations and direction of assigned crews; train assigned employees; plan, explain, and direct work assignments of a small group of employees engaged in the same work; resolve crew problems.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Must be at least 18 years of age, and possess a valid driver's license.

Possession of a Class A or B Commercial Drivers License with air brakes and tanker endorsements is required to be appointed to the Highway Maintenance Crew Chief class or ability to obtain the CDL within 60 days of employment. Loss of licenses/endorsements may result in termination of the employee.

Experience in the maintenance of highways, roadsides, and other pavement surfaces and the operation of general and specialized equipment used to maintain and preserve these surfaces or to support these functions.

SPECIAL NOTES:

Be able to be placed on-call and respond accordingly during non-scheduled work hours including holidays and weekends for emergencies and special events. Work is performed in adverse weather conditions and during traffic management activities including snow removal, sanding, and de-icing, and traffic safety incidents. Some positions may require overnight or statewide travel. Regular and reliable attendance is required.

Incumbents must be able to be certified as a Highway Maintenance Worker Senior on date of employment.

Some positions may require specific certifications based on job requirements, e.g., flagging certification, pesticide applicator licenses.

State agencies shall evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).