



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Crew Chief	<b>Job Code:</b>	8004900	<b>Job Grade:</b>	11
<b>Reports To:</b>	Road Supervisor or Manager	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	N
<b>Department:</b>	Road and Bridge Districts #1 - #4	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	1611
				<b>WC Code:</b>	5506
<b>Division:</b>		<b>CS Code:</b>	C	<b>EEO Code:</b>	G02

**Summary of Functions:** Supervises crews in performing road construction, to include asphalt, bridge, and general maintenance and operates specialized heavy equipment. Performs traffic control set up on job sites to ensure safe working environments. May assist during emergency situations. Ensures that all established safety standards are observed while work is performed, including the wearing of safety apparel.

**Management Scope:** Supervises up to twenty (20) crewmembers.

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Supervises, trains and assists personnel in performing road construction duties; monitors performance of crew to maintain compliance with specifications and quality standards; organizes, assigns and coordinates workflow; monitors qualitative and quantitative results.	30	E
2. Operates various types of specialized construction equipment to include, but is not limited to the following: milling machines, excavators, rollers, crane, trencher, backhoe to break ground, dirt and rock, and spread materials, load trucks, excavate trenches, patch/resurface streets, make cuts and fills, and perform other work with equipment.	30	E
3. Coordinates jobs plans, and traffic control; ensures effective and timely delivery of services; assists in maintaining a stock of supplies and materials.	15	E
4. Makes operating adjustments and minor repairs to equipment in the field and makes periodic reports on the condition of operating equipment for preventive maintenance work. May assist with the repair and maintenance of mechanical, electrical, hydraulic and electronic equipment.	15	E
5. Develops and recommends procedural changes, as needed.	05	E
6. Performs other duties as assigned.	05	N

**Minimum Qualifications:**

Education, Experience and Training:

Graduation from an accredited high school/GED Program. Four (4) years of work related experience in operating heavy equipment, including two (2) years of experience as an Equipment Operator III or IV.

Special Requirements/Knowledge, Skills & Abilities:

Must have a valid Class A Commercial Texas Drivers License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code. Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol testing during employment. Ability to read plans and set grades, finish road section, and cut blue top. Ability to effectively supervise personnel.

Physical/Environmental Requirements:

Requires prolonged kneeling, standing, walking, twisting, climbing and the ability to lift and carry in excess of 100 lbs., assisted. Ability to work in varied conditions (i.e., heat, cold, rain, ice, snow, etc.), inside and outside. Ability to operate equipment efficiently and safely.

Hay Points/Point Factor:

GD 11 NE: HS12=100, EXP3=30, VM3B=20, PD2B=15, WH2A=20, WE3B=20, IC2B=35, DL3=20, PS1=15, RE2C: 25, SF2C=25, TTL: 325

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 03/2007; 10/2014

Approved by Civil Service Commission on

Date 04/10/2007; 10/20/2014

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.