



Title: Crew Lead

FLSA Status: Non-Exempt

Department: Highway

Updated: 11/2022

General Definition of Work

Performs intermediate work in a variety of road maintenance installation and repair projects, operates equipment in connections with tasks, and related work as apparent or assigned. Work is performed under the limited supervision of Highway Maintenance Supervisor.

Supervision may be exercised over assigned personnel.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Participates in and performs the work of the highway maintenance workers, including all essential functions of the Highway Maintenance Worker position description.
 - Directs equipment operators in the repair and maintenance of roads in absence of the Highway Maintenance Supervisor.
 - Plans and schedules activities of work crews; assigns personnel to projects in the absence of the Highway Maintenance Supervisor.
 - Coordinates work plans with Highway Maintenance Supervisor and County Engineer as necessary.
 - Inspects roads, signs, culverts, and bridges for damage or maintenance needs as necessary.
 - Ensures compliance with safety rules and procedures as assigned.
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Knowledge, Skills and Abilities

Thorough knowledge of street construction, repair and maintenance practices; thorough knowledge of the occupational hazards and safety precautions involved in the operation of heavy equipment; thorough knowledge of the traffic laws and regulations governing equipment operation; thorough knowledge of the tools, materials and equipment used in heavy equipment operation; ability to plan and supervise the work of others; general knowledge of supervisory practices and techniques; ability to understand and follow work orders; ability to maintain records and prepare reports, ability to operate trucks and construction equipment; ability to establish and maintain effective working relationships with associates.

Minimum Qualifications

High School diploma or GED and extensive experience, or a combination of equivalent education and experience.



Special Qualifications

CPR and First Aid Certification within six months.
 License for spraying restricted chemicals within six months or as needed.
 LP (Low Pressure) Boiler License with six months or as needed.
 Valid commercial driver's license with Class A and Tanker endorsement in the State of Minnesota, or the ability to obtain within six months of hire.
 Valid driver's license in the State of Minnesota.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time and always walk or stand for periods of time.
- This classification frequently involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; and hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Regular
Up to 25	Frequent
Up to 50	Frequent
Up to 100	Frequent
100 or more	Occasional

Environmental Exposures	
Work near moving mechanical parts	Frequent
Work in high, precarious places	Frequent
Toxic or caustic chemicals	Frequent
Outdoor weather conditions	Regular
Extreme Cold, non-weather	Regular
Extreme Heat, non-weather	Regular
Noise Level	Loud



Crew Lead
Job Description

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.