

## **JOB OPENING NOTICE**

JOB OPENING: Frio County is accepting applications for a full-time Road & Bridge Crew Chief. Applications can be found on the Frio County website at [www.co.frio.tx.us](http://www.co.frio.tx.us) and must be submitted to the Human Resource Office at the Frio County Courthouse located at 500 East San Antonio Street, Pearsall, Texas 78061. This position is open until filled. Frio County is an “at will” and an equal opportunity employer.



# FRIO COUNTY

## JOB OPENING NOTICE

### Crew Chief

Posting Period: Open Until Filled

Location: Frio County, Pearsall, TX

No. of Available Positions: 1

Pay Rate: \$23.08/HR

Frio County Job Notices and the Employment Application are available online at <http://www.co.frio.tx.us/page/frio.Jobs.Openings>. Applications must be submitted prior to the deadline indicated in the job posting. Submit all applications to the Human Resource Office at the Frio County Courthouse located at 500 East San Antonio Street, Pearsall, Texas 78061. Frio County is an "at will" and an equal opportunity employer.

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Under the supervision of the Frio County Engineer and Road Administrator, the Road and Bridge Department is looking for one (1) Crew Chief to lead either the Roadway Crews or Special Crews. The Crew Chief is responsible for all aspects and operations of the Road and Bridge Department. This is a skilled position, involving communication, public relation, financial planning, and technical and organizational skills.

The Roadway Crew Chief's day-to-day duties include: implementing and monitoring the County's Seal Coat Program; addressing general roadway maintenance issues, including but not limited to pot holes, rough roads, and base repairs; selecting and purchasing roadway materials; maintaining and reporting on stockpiles; and supervising staff, staffing projects, and delegating work assignments.

The Special Crews Chief's day-to-day duties include: implementing and monitoring the County's Bridge Program, installing roadside signs and delineators, addressing drainage issues, including but not limited to installing culverts, grading, and clearing the right of way; processing and inspecting County permits; assisting with the Seal Coat Program; selecting and purchasing materials; and supervising staff, staffing projects, and delegating work assignments.

#### **Minimum Requirements: Education, Experience, and Licensing Requirements:**

- High school diploma or GED
- 5 years' experience in roadway construction and maintenance or related field; or an equivalent combination of education and related experience
- 2 years of managerial/lead worker experience preferred
- Valid Texas Driver's License - Class C (CDL Class A preferred)

#### **Job Responsibilities:**

- Supervises, leads, and manages a group of up to 20 people

- Prepares employee work schedules and monitors work hours. Develops employee assignments and evaluations. Makes recommendations in regards to employee actions.
- Prepares and submits reports on projects and proposals
- Assists in the preparation of the annual budget to include recommendations on the purchase of equipment and supplies
- Assists in the preparation of the annual Seal Coat Program, County Road Maintenance Program, Bridge Maintenance Program, Park Maintenance Program, Roadside Mowing Program, Safety Program, Training Program, and other programs
- Assists in the preparation of the annual County Road Inventory report and associated Annual Road Reports
- Develops and maintains department plans and policies. Inspects project sites and ensures compliance with plans and specifications.
- Investigates and addresses citizen concerns/issues in a timely manner
- Maintains roadways and rights-of-way; performs roadway repairs; erects and repairs guard rails, roadway markers and signs; hauls material and equipment to job sites; mows right of ways, park areas, and cemeteries; picks up litter and debris; maintains picnic areas, parks, and park bathrooms.
- Learns to operate heavy equipment, including but not limited to motor grader, rollers, broom, spreader box, distributor, herbicide truck, and various mowers.
- Performs preventive maintenance inspections (PMI), routine servicing, and minor repairs on equipment.
- Assists with traffic control, flagging, warning signs, and barricades
- Assists in placing warning signs, helping the public, and performing other work as directed during emergency situations, including but not limited to floods, tornados, hurricanes, accidents, and hazardous material spills.
- Supervises activities of community service workers assigned by the courts.
- Regular and punctual attendance is required.
- Performs other related duties as required.

**Qualifications / Skills / Abilities:**

- This employee works independently with little direct supervision, and works with others in a group setting to accomplish common goals and deadlines.
- Ability to communicate effectively and must have supervisory, management, and organizational skills. Public Relation skills are also a requirement for this position.
- Ability to establish and maintain effective working relationships
- General knowledge and experience supervising staff, staffing projects, and delegating work assignments
- Considerable knowledge of the procedures, materials, and equipment related to the road and bridge construction and maintenance techniques and safety procedures
- Considerable knowledge of supply management and inventory control
- Considerable knowledge of tracking budget expenses, using reporting skills, and informing others
- Ability to read and interpret manuals, maps, construction plans/blueprints, and written instructions
- Must use acceptable standard industry practices and document decision-making factors.

- Must perform cost analysis and make recommendations based on the most cost-effective method.
- Must adhere to County policy for responsibility of departmental equipment.
- Assists in the preparation of the annual budget.
- Considerable knowledge of and assists in enforcement of the policies and procedures as described in the Frio County Employee Handbook
- General knowledge of and assists in enforcement of the Texas Administrative Code (TAC), Highway Bridge Program (HBP), Texas Manual on Uniform Traffic Control Devices (TMUTCD), and other federal, state, and local laws and ordinances
- General knowledge of the Texas Department of Transportation's (TxDOT's) Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges, TxDOT's Seal Coat & Surface Treatment Manual, TxDOT's Concrete Repair Manual, and other industry practices and procedures
- General knowledge of the operation of light and heavy equipment used in road, bridge, and grounds construction and maintenance.
- Familiarity with surveying and drainage area calculations is preferable.
- Knowledge in using small office equipment, including but not limited to computers, printers, copy machines, and multi-line telephone systems.
- Knowledge of computers and office software including: Microsoft Word, Excel, and Outlook

**Physical Demands:**

- Must be able to operate motor vehicles, including but not limited to light pickup trucks
- Must be able to operate a variety of heavy machinery and equipment
- Must be able to exert up to 75 pounds of force occasionally, and up to 50 pounds of force frequently, and up to 25 pounds of force constantly to move objects.
- Position requires lifting, carrying heavy loads, bending, stooping, crouching, climbing, reaching or stretching arms, legs, or other parts of the body to physically maneuver over or upon varying terrain, surfaces, or physical structures or in tight spaces.
- Position requires the ability to see, hear, and speak in English.

**Work Hours / Benefits / Other Work-Related Information:**

Work hours and benefits have been established by the Frio County Handbook, Section 2, Employee Compensation and Benefits. The normal work hours of Frio County shall be from 8:00 a.m. until 5:00 p.m., Monday through Friday, unless otherwise directed by the Department Head. The Department Head shall determine the exact work schedules for their employees in order to meet the needs of the County.

Employees may be required to work a schedule that varies from the normal work schedule or they may be subject to call back in-case of emergency or special need. Work afterhours and on weekends is required. Work may be required on holidays in order to meet the needs of the County.

Travel is required for this position. Work locations will vary from day-to-day and will primarily be located throughout the County. Employees will be exposed to heavy machinery, excessive noises, hazardous chemicals, and all types of weather, varying from mild to inclement weather. Employees will also work in a general office environment.