

Van Buren County Road Commission

Job Description

Title Surface Group Leader

Date: September 18, 2017
Revised: 05/11/21

General Summary

The Surface Group Leader coordinates daily activities and long range planning relating to asphalt and gravel road surfaces including, but not limited to plowing snow, the sealcoat program, asphalt road patching, the contract gravel program, gravel road grading, dust control, shoulder maintenance and pavement marking. The group leader will supervise crew members and complete RME tasks as needed and/or directed. All group leaders will work to maintain highways, local and primary roads and right-of-ways in safe conditions.

Supervision - Reports to the Operations Director, or their designee, and supervises Road Maintenance Employees (RME).

Essential Duties - The duties stated are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities which might be assigned to personnel so classified.

Coordinate and plan work schedules for Road Maintenance Employees with the Operations Director, other Group Leaders and the Engineering Department based on maintenance needs, service requests, projects and emergency operations.

Coordinate with Safety Coordinator regarding staff scheduling and training needs.

Work within budget constraints and expected levels of service to complete tasks. Monitor budget expenditures throughout the year to ensure expenditures are within budgetary limits.

Assist with the development and training of Road Commission staff as it relates to Union Competencies and/or Newhire Training as well as attend training sessions to further personal development as an employee.

Supervise crews on job sites, ensuring staff is working in a safe and efficient manner. Make decisions to ensure appropriate work is being completed.

Assist in identifying needs for new programs to serve the public and plan for appropriate budgeting, staffing and levels of service as well as assist in the evaluation of existing programs and projects.

Report any inappropriate behavior by other staff to the Operations Director or their designee.

Provide oversight to ensure daily paperwork is accurate and complete - including time entry, daily worksheets, material cards and other administrative functions.

Operate equipment and complete tasks, as directed.

Investigate and respond to requests for service that relate to asphalt road patching, the contract gravel program, gravel road grading, dust control, shoulder maintenance and sealcoat.

Work with the Operations Director regarding material purchases and work with the Accounting Clerk and Engineering Department to maintain appropriate inventory controls and complete inventory counts as requested.

Determine the appropriate response to after hours service requests. Respond and or assign resources as necessary. Service requests may be for ice control, storm damage, missing/damaged signs or reports of accidents.

Perform daily vehicle / equipment inspections (pre-trip and post-trip), and complete any and all related reports.

Ensure the cleanliness of your vehicle or equipment by removing any garbage, loose papers and objects, or anything other than secured issued equipment, such as first aid kit, triangles, fire extinguisher and emergency tool kit.

Other duties as assigned.

Minimum Qualifications -

High school education, GED or equivalent education with 5-10 years experience in road construction/maintenance. Ability to communicate with the public, staff, and vendors courteously and effectively. Ability to work independently as well as with other employees. This position will require the occupant to be on call after hours for 7 or more consecutive days and be available to work extended hours. Must also have the ability to direct and supervise staff and report inadequacies to the Operations Director.

Special Requirements -

This position requires a CDL Class A with a tanker endorsement. Must possess, or have the ability to obtain EGLE Construction Site Storm Water Operator license.

Tools, Equipment, and/or Materials Used -

The group leader must be skilled all areas of operations and have the ability to run most pieces of equipment.

Physical Demands -

- | | |
|--------------------|--|
| Physical Mobility: | Ability to walk extended distances, sit for extended periods, and move over uneven terrain. Ability to perform work in extreme or unpleasant conditions. |
| Vision: | Ability to read instructions, directions and similar written information in letters, memos, forms and other documents. |
| Hearing/Speaking: | Ability to converse orally via telephone, radio and personally to receive and communicate information to employees and the public. |
| Agility/Movement: | Ability to lift, push, pull and manipulate tools, equipment, supplies and other objects often weighing up to 80 lbs. |

Disclaimer - This job description does not constitute an employment agreement between the Road Commission and employee and is subject to change by the Road Commission as its needs and requirements of the job change.