

Blue Collar Description**Maintenance Crew Leader
Grade 13
Class Code 998911**

Working Procedure: Performs work and lead worker duties as a crew leader for one or more employee(s). Operates various trucks and a variety of heavy equipment, and coordinates special maintenance projects such as culvert placement, installation and or cleaning, landslide removal, crack/mastic sealing, fence building, bridge repair, guardrail repair, sign installation, luminaire maintenance, roadway repair, vegetation and roadside maintenance, striping operations, and coordinates snow and ice control.

A working knowledge and understanding of the Maintenance Manual, union contracts, environmental procedures, Manual on Uniform Traffic Control Devices (MUTCD), standard drawings and traffic control operations. A working knowledge of basic carpentry skills needed for assisting the division-wide carpenter. Contract administration in conjunction with contracted highway maintenance and construction projects.

Plans and assigns on-site work procedures. Informs supervisor of unusual problems or of additional material, manpower, or equipment needs. Completes, analyzes and makes adjustments to inventory and the Equipment Vehicle Maintenance Management System (EVMMS). Uses the Road Weather Information Sites (RWIS) and applicable systems.

Responsible for the overall function, operation, and maintenance of equipment including training and mentoring of others, pre-operational checking, scheduled servicing, calibrating of equipment, adding fluids and changing blades, pins, teeth on buckets, etc.

Performs all other duties and maintenance activities as assigned and may contribute to employee performance plans.

Tools and Equipment: All basic hand tools, along with heavy and light duty equipment needed for highway maintenance operations, snow and ice control, and computers.

Materials: All materials utilized for highway maintenance operations and snow and ice control.

Source of Supervision: Field Maintenance Section Person or designee.

Physical Demands: Must be able to perform physical activity in lifting (greater than 50 pounds), carrying, and/or operating the tools, equipment and materials required for highway maintenance and operations. Must work in all types of weather conditions, dirt, dust, moisture, temperature, and fumes.

Education, Trade Knowledge and Experience: Required to perform the duties of this position are three years of experience in a highway maintenance environment. Requires knowledge of basic math and record keeping procedures and techniques, and basic EVMMS functionality.

Requires the ability to manage and train employees effectively in maintenance operations and snow and ice control. Requires the ability to elicit cooperation from employees and effectively communicate with the public.

Necessary Special Requirements: A valid Montana Commercial Operators License (Class A, Type II) with no restrictions, a tank endorsement and a valid Medical Examiner's Certificate (MEC).

Successful applicant must live or relocate within 45 road miles of the work headquarters and must have a telephone or be reasonably accessible to the section headquarters.

The above statement reflects the general details considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.