

Title:	Effective Date:	Grade:	Job Category:
Crew Leader	August 28, 2019	XI	Skilled Craft
Prior Title:	Prior Effective Date:	Grade:	Page:
Crew Leader	August 27, 2014	XI	1 of 3

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for supervising various phases of crew work to facilitate the completion of specific assignments.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

ESSENTIAL JOB FUNCTIONS

- Supervise and direct crew functions and equipment and material movements to maintain proper construction and maintenance procedures and allow the timely completion of work.
- Direct crew functions in regard to the preventive maintenance for all consigned assets.
- Assist the Area Maintenance Supervisor or Job Superintendent for the safeguarding of consigned Department assets and provide reasonable assurance regarding the proper execution and recording of transactions.
- Assist the Area Maintenance Supervisor with various administrative duties, including recording employee and equipment activity transactions in the Workforce Management System.

SECONDARY JOB FUNCTIONS

- Perform onsite inspection of future assignments to determine estimates on cost and man-hours.
- Assist crews in work zones and work areas as needed.

MINIMUM REQUIREMENTS

Education and Experience: The educational equivalent to a diploma from an accredited high school. Experience operating and maintaining the types of vehicles and equipment used by the crew.

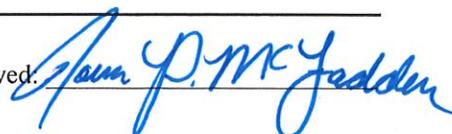
Knowledge, Skills and Abilities: Ability to interpret and apply the policies and procedures contained in the Department's Personnel Manual.* Demonstrated leadership and training capabilities. Knowledge of computer software operations including internet browser navigation, data entry, and email. Problem-solving skills.

ADDITIONAL REQUIREMENTS - BUILDINGS MANAGEMENT

Education and Experience: Extensive experience in heating, air conditioning, electrical and plumbing repair. Demonstrated supervisory or leadership experience.

Knowledge, Skills and Abilities: Ability to work nights, weekends and/or holidays, as needed.

Licenses, Registrations and Certifications: Boiler operator license. Valid driver's license.



Title:	Effective Date:	Grade:	Job Category:
Crew Leader	August 28, 2019	XI	Skilled Craft
Prior Title:	Prior Effective Date:	Grade:	Page:
Crew Leader	August 27, 2014	XI	2 of 3

MINIMUM REQUIREMENTS (CONTINUED)

ADDITIONAL REQUIREMENTS - DISTRICTS

Education and Experience: Experience with road repair/construction work zones.

Knowledge, Skills and Abilities: Thorough knowledge of local street and highway names/numbers. Extensive knowledge of the operation, repair, capabilities, and limitations of heavy equipment as well as emergency operating procedures. Ability to communicate effectively both orally and in writing. Ability to interpret and apply the procedures contained in the Maintenance Supervisor's Manual* and Part 6 of the Manual on Uniform Traffic Control Devices. Familiarity with Environmental Protection Agency and Arkansas Department of Environmental Quality requirements, as they apply to the Department's maintenance operations (erosion control, storm water pollution, spill prevention, etc.). Ability to read, write and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records. Basic math skills. Advanced knowledge of highway construction/maintenance procedures and practices, as well as applicable safety regulations and precautions.

Physical Requirements: Ability to safely operate and maintain vehicles and heavy equipment. Ability to perform assigned duties in all types of weather as well as other work conditions, e.g. noise, dust and fumes. Ability to climb up and down hills and grades as well as in and out of vehicles and equipment. Ability to work with hand tools and small power equipment. Ability to lift up to 50 pounds with or without reasonable accommodation.

Licenses, Registrations and Certifications: Valid Class A commercial driver's license with tanker ("N") endorsement.

A pre-employment drug/alcohol test will be conducted after a contingent offer of employment or transfer has been made, and prior to the candidate performing any work for the Department in that capacity. Internal applicants who are already in a safety-sensitive position will not be subject to pre-employment drug/alcohol testing; however, offers to internal applicants who are not in a safety-sensitive position will be contingent upon pre-employment drug/alcohol testing. Subject to additional drug/alcohol testing according to the provisions of the ARDOT Drug and Alcohol Testing Program.

ADDITIONAL REQUIREMENTS - HEAVY BRIDGE MAINTENANCE

Knowledge, Skills and Abilities: Ability to prepare traffic control plans based on the Uniform Traffic Control Manual. Ability to read, write and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records. Constant statewide travel.

Licenses, Registrations and Certifications: Valid Class A commercial driver's license with tanker ("N") endorsement.

A pre-employment drug/alcohol test will be conducted after a contingent offer of employment or transfer has been made, and prior to the candidate performing any work for the Department in that capacity. Internal applicants who are already in a safety-sensitive position will not be subject to pre-employment drug/alcohol testing; however, offers to internal applicants who are not in a safety-sensitive position will be contingent upon pre-employment drug/alcohol testing. Subject to additional drug/alcohol testing according to the provisions of the ARDOT Drug and Alcohol Testing Program.

Title: Crew Leader	Effective Date: August 28, 2019	Grade: XI	Job Category: Skilled Craft
Prior Title: Crew Leader	Prior Effective Date: August 27, 2014	Grade: XI	Page: 3 of 3

MINIMUM REQUIREMENTS (CONTINUED)

ADDITIONAL REQUIREMENTS – PAVEMENT PROFILING SECTION, MAINTENANCE

Knowledge, Skills and Abilities: Thorough knowledge of and experience in milling equipment and operations. Ability to read, write and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, and to respond to official inquiries, and to make entries on reports and records. Constant statewide travel.

Licenses, Registrations and Certifications: Valid Class A commercial driver’s license with tanker (“N”) endorsement.

A pre-employment drug/alcohol test will be conducted after a contingent offer of employment or transfer has been made, and prior to the candidate performing any work for the Department in that capacity. Internal applicants who are already in a safety-sensitive position will not be subject to pre-employment drug/alcohol testing; however, offers to internal applicants who are not in a safety-sensitive position will be contingent upon pre-employment drug/alcohol testing. Subject to additional drug/alcohol testing according to the provisions of the ARDOT Drug and Alcohol Testing Program.

*** These manuals may be reviewed on the ARDOT website (www.arkansashighways.com) or by contacting the District Headquarters.**

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)