

Title: Crew Leader	Effective Date: August 27, 2014	Grade: XI	Job Category: Skilled Craft
Prior Title: Crew Leader	Prior Effective Date: February 3, 2014	Grade: XI	Page: 1 of 2

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for the 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 State Highway and Transportation Department is an "at will" employer.

- 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.

MINIMUM REQUIREMENTS

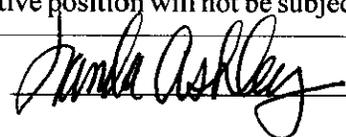
The educational equivalent to a diploma from an accredited high school. Knowledge of highway construction/maintenance procedures and practices, as well as applicable safety regulations and precautions. Ability to interpret and apply the policies and procedures contained in the Department's Personnel Manual.* Experience operating and maintaining the types of equipment used by the crew. Demonstrated leadership capabilities. Basic working knowledge of computer software operations including internet browser navigation, data entry, and email.

ADDITIONAL REQUIREMENTS - BUILDINGS MANAGEMENT

Extensive experience in heating, air conditioning, electrical and plumbing repair. Boiler operator license and demonstrated supervisory experience. Valid driver's license. Ability to work nights, weekends and/or holidays, as needed.

ADDITIONAL REQUIREMENTS - DISTRICTS

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, stormwater pollution, spill prevention, etc.). Ability to read 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. 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



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ADDITIONAL REQUIREMENTS - DISTRICTS (CONTINUED)

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 AHTD Drug and Alcohol Testing Program.

ADDITIONAL REQUIREMENTS - HEAVY BRIDGE MAINTENANCE

Ability to prepare traffic control plans based on the Uniform Traffic Control Manual. Ability to read 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. 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 AHTD Drug and Alcohol Testing Program. Constant statewide travel.

ADDITIONAL REQUIREMENTS - PAVEMENT PROFILING SECTION, MAINTENANCE

Thorough knowledge of and experience in milling equipment and operations. Ability to read 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. 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 AHTD Drug and Alcohol Testing Program. Constant statewide travel.

*** These manuals may be reviewed on the AHTD 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.)

