

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2015-045**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve the following job title change within the Road Department:

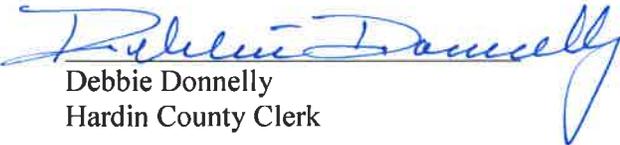
1. General Foreman to Team Leader

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 24 March 2015



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Debbie Donnelly
Hardin County Clerk

**Hardin County Fiscal Court
Job Description**

Team Leader

March 24, 2015

Road

Pay Grade 11

Job Summary

The purpose of the position of the Team Leader is to perform skilled work in the operation of construction and maintenance equipment in the Hardin County Road and Maintenance Department. This position supervises crews with specific instructions for unusual jobs. The Team Leader evaluates all assignments during progress and upon completion.

Major Essential Duties

- Assist the Supervisor and Assistant Supervisor
- Plan and direct the operation, maintenance and construction activities of the County Road Department.
- Lead and coordinate the work of the employees.
- Inspect work as methods employed, quality of work and progress.
- Review correspondence and reports, investigate and respond to complaints regarding work needed on county roads
- Schedule work projects and prioritize work to be done

Minor Essential Duties

- Perform manual labor if necessary
- May assist with personnel matters and training of crew members
- May assist supervisor in preparing annual budget
- Perform related tasks as required
- Assist with personnel, training and the professional development of other county employees
- Work overtime when necessary
- Perform duties under adverse weather conditions and in difficult working areas

Supervisory Responsibility

Responsibilities may include the following in accordance with organizational policies and applicable laws for all positions of county government under the direction of the Judge/Executive

- Supervise road department employees within the road department which may include the following
 - Assist with training, development and work assignments
 - Evaluate job performance
 - Provide complaint and problem resolution
 - Enforce policies and procedures

Relationships

The Team Leader performs duties within the Road Department under the supervision of the Road Department Supervisor and Road Department Assistant Supervisor.

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Experience in administration, construction and road maintenance work
- Thorough knowledge of various types of equipment
- Thorough knowledge of standard procedures and practices

Language Skills

- Ability to communicate effectively in English both orally and in writing
- Ability to read, analyze and interpret policies, procedures, equipment manuals and safety documents
- Ability to write occasional reports

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure
- Ability to compute ratio and percent and to draw and interpret graphs
- Ability to estimate quantities of material, equipment and personnel required for projects

Reasoning Ability

- Defines problems, collect data, establishes facts and draws valid conclusions and establish facts
- Interprets a variety of technical and instructional information
- Makes decisions which serve the County's best interest and follow the missions and objectives department

Certificates, Licenses, Registrations

- Must possess a valid Kentucky driver's license and CDL

Other Knowledge and/or Skills

- Ability to operate construction equipment
- Possess general knowledge of the operation, maintenance and adaptability of road construction equipment.
- Basic knowledge of computers and office equipment
- Understand traffic laws, ordinances and regulations involved in operating equipment
- Ability to give instructions to others and maintain effective working relationships with other employees and supervisors

- Understand the occupational hazards and proper safety precautions involved in the operation of equipment and working in a heavy construction environment

Physical Demands

The physical demands described represent those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

Stand or walk
Talk or hear
Lift and/or move up to 25 pounds
Operate a vehicle

Occasionally (under 1/3 of regular work day)

Stand or walk
Reach with hands and arms
Use hands to type, handle papers, tools, etc

Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus

Work Environment

The work environments described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

The noise level is usually low to moderate

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes and any other procedures, rules, regulations and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 21 years or older
- Must have personal integrity and remain free of felony convictions

Date Approved:

March 24, 2015

Harry L. Berry
Hardin County Judge/Executive

Team Leader
March 24, 2015
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