

Hardin County Government

Job Description

Non-Hazardous

Team Leader

Pay Grade 13

STATUS	
Date: January 26, 2021	Department: Road
FLSA Status: Non-Exempt	Reporting Authority: Senior Team Leader
Supervisory Responsibility: Equipment Operators I-IV	

Job Summary

The purpose of this position 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. This position evaluates all assignments during progress and upon completion

Major Essential Duties

- Assist the reporting authority
- 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 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

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Through knowledge of various types of construction equipment
- Through knowledge of standard procedure and practices of road maintenance work

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, using whole numbers common fractions and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs

Reasoning Ability

- Defines problems, collects 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 of the department

Certificates, Licenses, Registrations

- Possess a valid Kentucky driver's license and CDL

Other Knowledge and/or Skills

- Possess general knowledge of the operation, maintenance and adaptabilities of road construction equipment
- Understanding of traffic laws, ordinances and regulations involved in operating equipment
- Understanding of the occupational hazards and proper safety precautions involved in the operation of equipment and working in a heavy construction environment
- Ability to give instructions to others and maintain effective working relationships with other employees and supervisors
- Mechanical aptitude and manual dexterity to operate construction equipment
- Basic knowledge of computers and office equipment

Physical Demands

The physical demands described represents 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)

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

Occasionally (under 1/3)

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

Perform duties under adverse weather conditions and in difficult working areas

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

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: January 26, 2021
Status Box Change:


Harry L. Berry
Hardin County Judge/Executive