

Bell County, Texas

**Job Description: 518
July 2001**

Job Title: Lead Worker Road and Bridge

Department: Road and Bridge
Immediate Supervisor: Foreman

Brief Description of the Job: Assists in supervising personnel and overseeing work duties. Operates heavy equipment for the purpose of repairing and maintaining roads and bridges for the County.

Essential Functions:

| | * | ** |
|---|----|----|
| 1. Operates heavy equipment by driving trucks, hauling materials to and from work site, operating bulldozers, Gradall, back hoe, brush cutter and flatbed truck and performing preventive maintenance on equipment. | 70 | M |
| 2. Assists in supervising personnel by scheduling work duties, ensuring work site is ready, observing work duties and completing timesheets. | 20 | H |
| 3. Performs other duties by checking culverts, attending meetings, completing various paperwork and performing duties as assigned. | 10 | L |
| | | |

This information is intended to be descriptive of the key responsibilities of the position. The preceding examples do not identify all duties performed by any sing incumbent.

*Percentage of time

**Physical strength code: S-Sedentary

L-Light

M-Medium

H-Heavy VH-Very Heavy

PHYSICAL DEMANDS

Overall physical strength demands for this position: _____ Sedentary _____ Light
____X____ Medium _____ Heavy _____ Very Heavy

| Physical Demands | Frequency Code | Description |
|----------------------|----------------|--|
| Standing | F | observing work duties |
| Sitting | F | operating equipment, meetings |
| Walking | F | around job site |
| Lifting | O | equipment and supplies |
| Carrying | O | equipment and supplies |
| Pulling | O | operating controls |
| Pushing | O | operating controls |
| Using fine dexterity | F | writing |
| Reaching | F | for supplies and controls |
| Kneeling | R | inspecting work and equipment |
| Crawling | R | inspecting work and equipment |
| Twisting | O | operating equipment |
| Climbing | F | onto equipment |
| Balancing | F | on equipment |
| Seeing | C | observing work site, reading |
| Hearing | C | communicating with personnel, listening to equipment |
| Talking | F | communicating with personnel |
| Using Foot controls | F | operating heavy equipment |

This is a description of the way this job is currently performed; it does not address the potential for accommodation

Frequency code: C-Continuously F-Frequently O-Occasionally R-Rarely N-Never

Machines, tools, equipment and work aids:

Brush cutter, back hoe, flatbed truck, chain saw, truck, dump truck, chip spreader, frontend loader, asphalt distributor, asphalt booster, power broom, pneumatic roller, iron wheel roller, hand tools, shovel, pick, rake, cutting torch, level, maintainer.

ENVIRONMENTAL FACTORS

| | | | | | |
|-----------------|---|----------------------|---|------------------------|---|
| Dirt and Dust | D | Extreme temperatures | D | Noise and Vibration | D |
| Fumes and Odors | D | Wetness/humidity | M | Darkness/Poor lighting | N |

HEALTH AND SAFETY

| | | | | | |
|--------------------------|---|------------------|---|-----------------------|---|
| Mechanical hazards | D | Chemical hazards | M | Electrical hazards | M |
| Fire hazards | M | Explosives | N | Communicable diseases | O |
| Physical danger or abuse | D | Other (specify) | | | |

Exposure to and frequency: D-Daily S-Seasonal W-Several times/week M-Several times/month

PRIMARY WORK LOCATION

| | | | | | |
|--------------------|---|-----------|---|--------|---|
| Office environment | | Warehouse | | Shop | X |
| Vehicle | X | Outdoors | X | Other: | |

Protective Equipment Required:**NON-PHYSICAL DEMANDS**

| | | | |
|--|---|-------------------------------------|---|
| Time pressures | F | Emergency situations | O |
| Frequent change of tasks | F | Irregular work schedule/overtime | R |
| Performing multiple tasks simultaneously | F | Working closely with others/teaming | C |
| Tedious or exacting work | O | Noisy/distracting environment | C |

Frequency codes: F-Frequently O-Occasionally R-Regularly

JOB REQUIREMENTS

Formal Education:

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

Experience:

Over three years up to and including four years of experience is required.

Certifications and Other Requirements:

Valid Texas CDL Driver=s License

Supervision:

Work requires functioning as a lead worker performing essentially the same work as supervised employees, and includes training, instructing, and scheduling work.

Contacts:

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.