



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Crew Leader - Tractors
DEPARTMENT.....:	Public Works
DIVISION.....:	Road, Bridges, Vegetation Management & Drainage
CLASSIFICATION/GRADE.....:	Crew Leader/107
REVISED.....:	01/2020
REPORTS TO.....:	Operations Supervisor (Vegetation)
REVIEWED.....:	01/2020
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

This position is under the direct supervision of the Operations Supervisor and the general supervision of the Vegetation Superintendent. The Crew Leader is responsible for all roadside cutting, including ditches and lateral ditches, also minor tree work and bridge operations and landscaping within the road right-of-way or other locations as assigned by the Operations Supervisor.

BASIC FUNCTIONS:

1. Responsible for maintenance of all tractor equipment (tractor, bush hogs, longarms, etc.).
2. Must have ability to train new tractor drivers.
3. Must maintain the daily schedule and logs handed out by Operations Supervisor.
4. Must have ability to weld and assist tractor crew is needed.
5. Dispatches tractor crews to perform scheduled work and completes work orders daily.
6. Inspect all roadsides for tall grass and remove debris if needed.
7. Must assist tree and bridge crew when needed during seasonal times.
8. Report public complaints, comments and questions concerning the operation of the roadside cutting.
9. Must be willing to work extra hours and be on call.
10. Must be on a rotational On Call list for tree and bridge operations.
11. Must be available to work all Emergency situations such as Hurricanes, Ice Events, or any other situation deemed necessary by Administration.

OTHER REQUIREMENTS:

1. Must possess a valid Louisiana Driver's License.
2. Must have ability to supervise work crews.
3. Must be capable of lifting 75 - 100 lbs.
4. Must be able to work well with crew and follow directions of the Operations Supervisor and Superintendent.

EDUCATION / EXPERIENCE:

1. Must have a high school diploma.
2. Must be able to read & write sufficiently to understand and carry out basic instructions.
3. Must have experience in operating tractors.