

CREW LEADER

Public Works | Road and Bridges | Bridges



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government Crew Leader is responsible for overseeing, coordinating, and participating in the maintenance, repair, and safe operation of Parish bridges and related infrastructure.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Thursday

Required to work overtime including nights, weekends, and holidays

SHIFT

7 a.m. to 5:30 p.m.

LOCATION

Public Works – South Campus

REPORTS TO

Bridge Superintendent

PHYSICAL DEMANDS

Lift over 50 lbs. (heavy)

Requires sustained physical activity, including walking, standing, bending, lifting, and climbing to perform inspections and maintenance, with routine work at elevated heights exceeding 100 feet.

WORK ENVIRONMENT

Both indoor office settings and outdoor field locations, with regular exposure to varying weather conditions, noise, traffic, heights, and physically demanding maintenance and emergency repair activities.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to perform inspections and routine maintenance, give daily direction to crew members and bridge tenders, ensure all work is completed efficiently and in compliance with safety standards and support supervisors with planning and executing repair projects.

The Crew Leader also responds to emergencies, participates in seasonal operational preparations, and assists with training new personnel.

JOB DUTIES

- Oversee and participate in routine bridge maintenance, repair projects, and vegetation management to ensure safe and efficient operations.
- Assign daily tasks, delegate responsibilities, and provide direction to crew members while ensuring adherence to safety practices and operational standards.
- Conduct routine inspections of bridges, bridge houses, and surrounding infrastructure to identify maintenance needs.
- Inspect, operate, and maintain vehicles, tools, and equipment, including conducting vehicle checklists and coordinating necessary maintenance.
- Complete and manage work orders, ensuring all tasks are documented and performed accurately and on schedule.
- Deliver supplies to bridge houses and support divisional logistical needs.
- Monitor and maintain inventory of materials, supplies, and equipment used for bridge operations and projects.
- Communicate with the public, contractors, or other agencies when work activities affect traffic or public access.
- Attend required safety meetings, annual training sessions, and additional classes as needed to maintain compliance and operational readiness.
- Adjust caution lights and perform seasonal preparations including hurricane readiness and Mardi Gras/parade operations.
- Respond to emergency operations, after-hours calls on a rotating schedule, and open on-call bridges as needed to support Parish requirements.
- Assist supervisors with planning and executing repair work and special projects, providing technical support and oversight.
- Support traffic signal repair and maintenance activities when required.
- Participate in the training and onboarding of new hires and perform any other duties assigned by the supervisor.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates the ability to guide, motivate, and support crew members while ensuring accountability, safety compliance, and high-quality work performance.
- **Time Management:** Manages daily tasks, project schedules, and emergency responses efficiently to ensure all assignments are completed on time and with minimal operational disruption.
- **Analytical Skills:** Evaluates maintenance needs, identifies potential issues, and assists in developing effective solutions for bridge repairs, safety concerns, and operational challenges.
- **Communication Skills:** Strong oral and written communication skills to effectively convey instructions, updates, and safety information clearly and professionally to crew members, supervisor and others.
- **Organizational Skills:** Ability to maintain orderly work processes, documentation, equipment usage, and task prioritization to support smooth and efficient operations.
- **Technical Skills:** Proficiency in bridge and traffic control system maintenance, including electrical, mechanical, hydraulic, pneumatic, and structural systems, combined with the effective use of computers and software applications such as Microsoft Office Suite (Word, Excel, Outlook), SharePoint, and Microsoft Planner to manage work orders, schedules, documentation, and departmental communication
- **Qualifications:**
 - High school diploma or equivalent required.
 - Minimum of three (3) years of experience in bridge maintenance repairs and bridge operations.

