



Core Responsibilities:

- Job Safety - Determine and demonstrate proper work site protection techniques. Ensure crew has proper personal protection equipment. Maintain current knowledge of safety rules, regulations, laws and procedures (OSHA and VOSHA, etc.) and train crew members in proper safety methods. Promote safety as a top priority, and continuously monitor work site to ensure safety procedures are followed. Maintain work sites to ensure safety of work crew, landowners, and the traveling public. Apply MUTCD for detours, lane closures, work zones, etc. Take corrective action when unsafe conditions are identified.
- Preventative Maintenance - Lead or perform equipment repair, replacement, and preventative maintenance checks and services. Complete or oversee pre-trip inspections for any vehicle or equipment operated.
- Manual Labor - Participate as a leader or working member of the crew in order to complete projects and accomplish objectives. Perform manual labor and other maintenance tasks as needed for project completion. Complete assigned work as instructed in established time frames.
- Leadership - Conduct on-the-job training and recommend additional training needs to Area Headquarters Superintendent. Provide constructive feedback on job performance of work crew. Assist with record keeping and administrative tasks. May serve as back-up to Area Headquarters supervision and may represent the AHQ at meetings. May serve in a supervisory capacity during emergencies.
- Equipment Operation - Demonstrate considerable skill and expertise as an operator in the proper and safe use of all equipment. Apply specialized knowledge of equipment operation and maintenance techniques, materials, and specifications to perform more complex tasks. Ensure equipment is operated in a safe and appropriate manner. May demonstrate the hands-on use, operation, maintenance, and small repair of equipment. Perform snow and ice removal and other emergency response activities.
- Traffic Control - Provide traffic control in support of maintenance operations. Install and remove traffic signs and other warning devices in a timely and appropriate manner. Flag traffic to ensure a safe and effective work zone.

Technical Competencies:

- Ability to lead, direct, train and provide technical direction and guidance to a variety of laborers.
- Ability to plan work schedules and identify and assign manpower, materials, and equipment needed to accomplish the job.



- Considerable knowledge of highway maintenance and construction equipment, materials, methods, and procedures.
- Knowledge of safety policies, procedures, and programs related to roadway construction and maintenance.
- Considerable skill in the operation of light, medium, and heavy-duty trucks and equipment used for highway maintenance and the operation and maintenance of hand-held and power tools.
- Ability to complete reports and records.
- Ability to perform heavy manual labor and use hand and power tools.
- Ability to communicate effectively orally and in writing.
- Basic knowledge of inventory procedures.
- Skill in the use of computers and software applications.
- Ability to interpret and apply work zone safety and traffic control manuals.
- Ability to obtain CDL and DOT medical card within 6 months of employment and maintain thereafter. Must comply with DOT and VDOT policies and standards when operating CDL equipment.
- Roadway maintenance and emergency operations experience to include snow removal, storm damage and accidental clean-up.

Maintenance Crew Leader - Developmental Opportunities

The following items represent learning opportunities for developing technical expertise needed to serve in this position.

On-the-Job

Experiences

- Assignment having complete responsibility for a job; learning when and who to ask for help.
- Fill vacancies at the area headquarters level on acting basis including residency staff roles such as contract administrator, and MOM roles.
- Emergency Response: Ensure that emergency (snow duty) responsibilities are aligned to maximize learning about the leadership roles in residency emergency operations.
- Maintenance Activities: Shadow supervisor on key residency projects to learn decision making process.
- Serve on residency, district, and state-wide committees such as Safety Committee.



Coaching,

- Shadow resident assistant administrator/engineer to learn residency operations.

Mentoring

- Share a job at the residency business office to understand planning and funding process.

Certifications,

Required:

Licenses

- CPR/First Aid
- IS-700 National Incident Management System
- Flagging certification required
- May be required to obtain DEQ Erosion and Sediment Control Responsible Land Disturber Certification

Preferred:

- Intermediate Work Zone Traffic Control
- Erosion & Sediment Control Inspector
- Stormwater Management Inspector
- Materials Certifications

Classroom

- Basic Instructors Course
- Maintenance Contract Monitoring
- Contract Administration
- Leadership Training (LDP-T)
- Maintenance Leader Workshop (MLW)
- OSHA 30-Hour General Industry
- OSHA 10-Hour Construction
- Drug and Alcohol for Supervisors