SAN JUAN COUNTY
POSITION DESCRIPTION

Position Title: Crew Chief
Date: June 6, 2012

Reports to: Operations Superintendent
Department: Public Works

FLSA Status: Non-exempt
Positions Directed: 4-6

BASIC FUNCTIONS: Works under the general supervision of the Operations Superintendent. Organizes and directs activities in roads, stormwater, solid waste, and/or facilities. Periodically inspects all roads in the district to detect problems which might impair public safety or which require maintenance.

MINIMUM QUALIFICATIONS: High school diploma or G.E.D. and four years of general road maintenance work experience, or two years of advance equipment operator experience. A valid Washington State Class A Commercial Driver’s License with a tank endorsement, a valid First Aid Card and flagger's card; or any equivalent combination of education and experience that demonstrates the ability to perform the essential functions of the job. Experience with current technologies for management of time, correspondence, and data.

PRINCIPAL DUTIES (Asterisk designates essential function):
1. *Assigns specific crew activity including daily, weekly, and monthly work, emergency call outs and overtime assignments.
2. *Ensures safety procedures are followed and equipment is in proper operating condition.
3. *Trains crews in safe operation and maintenance of equipment.
4. *Performs construction, repair, and maintenance work as required.
5. *Communicates with the public under the direction of the Operations Superintendent. This includes citizen requests, utilities, and local, state, and federal agencies.
6. *Purchases minor materials, supplies and spare parts. Assists ER&R with inventory control of local and central stores as needed.
7. *Reviews daily time cards for accuracy and maintains daily operations diary.
8. *On-site, day-to-day oversight of outside contractor’s work in the construction, repair, and maintenance of public infrastructure.
9. Assists Superintendent with program budget preparation and updates as directed.
10. *Performs work with the highest ethical standards, in accordance with RCWs 42.23.020-070, 42.17, 42.52 and the San Juan County Personnel Rules, providing courteous and efficient service.
11. Performs other special work as assigned.
PHYSICAL AND MENTAL REQUIREMENTS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Requires frequent standing, walking, bending, kneeling, reaching, and lifting heavy objects up to 50 lbs. and sitting for extended lengths of time. Must be able to climb ladders and hillsides, and in and out of roadside ditches, on uneven terrain, often under adverse weather conditions. Work involves using hands to handle and operate tools and controls, or to feel objects. Must be able to talk and receive and understand written and oral communication and give written and oral instruction. This position frequently requires continuous hand and finger movement. This position requires good vision, perception and hearing, including close vision and the ability to differentiate colors or adjust focus.

Must maintain a level of physical fitness to meet Department standards.

SKILLS AND ABILITIES:

1. Ability to interpret plans and specifications.
2. Ability to make decisions, maintain composure, and work effectively under stressful conditions and in emergency situations.
3. Ability to effectively communicate verbally and in writing, including the ability to interpret and explain policies, processes, regulations, and applicable laws within area of expertise in layman’s terms.
4. Ability to establish and maintain effective working relationships with county personnel and the general public. Skill in resolving complaints and concerns from the general public.
5. Ability to think analytically and consistently apply sound judgment in solving problems and making decisions.
6. Ability to use existing computer software and technology and to adapt to technological changes in the workplace.
7. Ability to properly and efficiently document and organize work, maintaining paper and electronic files according to department standards.
8. Ability to act always with honesty, confidentiality, ethics and integrity in the performance of this work.
9. Ability to take command in an emergency call-out and make immediate decisions as needed.

KNOWLEDGE

1. Knowledge of County and State regulations, codes and ordinances related to road work, traffic control, and employee safety.
2. Knowledge of department policies and procedures.
3. Working knowledge of the maintenance and safe operation of heavy equipment used in road operations.
4. Knowledge of hazardous chemicals and materials, first aid, and CPR.
Position Title: Crew Chief

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EQUIPMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Telephone</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Camera, copy machine, calculator</td>
<td>1.5</td>
<td>X</td>
</tr>
<tr>
<td>Maps, field measuring tools</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Vehicles, boats</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>Heavy road equipment</td>
<td>25</td>
<td>X</td>
</tr>
<tr>
<td>Power tools, including chainsaws</td>
<td>15</td>
<td>X</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Approximately 10% of work is performed in an office environment and the remainder is performed in the field. The noise level in the work environment is moderately quiet while in the office or moderately loud when in the field. Works with and around heavy equipment and is exposed to traffic and inclement weather. Must be able to respond to after-hours emergencies. Small boat and small plane travel is required. All work is subject to frequent interruption and changes of priority and overtime is often required.