



# Victoria County, TX

## POSITION PROFILE

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<b><u>Position Title:</u></b>	Road Crew Coordinator	<b><u>Grade:</u></b>	9
<b><u>Department:</u></b>	Road & Bridge Pct 1-4	<b><u>Salary:</u></b>	\$21.71 - \$30.39
<b><u>Accountable to:</u></b>	Foreman	<b><u>Status:</u></b>	Non-Exempt

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### **Primary Objectives**

Performs intermediate work leading, overseeing, and participating in complex field maintenance tasks related to technical bridge support. Supervising a crew, conducting inspections, and performing surveying functions. The Foreman ensures the successful completion of road maintenance projects by coordinating activities, providing guidance to the team, and ensuring compliance with safety standards. Strong leadership, technical expertise, and attention to detail are essential for this role.

### **Supervision Received**

Work is performed under the general direction of the Foreman in the precinct that the road work is being done.

### **Supervision Exercised**

Supervision is exercised over subordinate personnel.

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## **PRIMARY DUTIES AND RESPONSIBILITIES**

1. Lead, plan, train, and review the work of field staff responsible for repairs, construction, building and maintenance of county bridges and roads.
2. Plan, delegate, and oversee daily projects undertaken for the maintenance and improvements required for the County Road and Bridge Department.
3. Supervise the construction of County bridges, roads, and the storage of equipment and supplies ensure proper right of way clearance.
4. Train assigned employees in their areas of work and in the setup, use, and storage of equipment.
5. Review the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specification.
6. Ensure the adherence to safe work practices and procedures.
7. Estimate time, material, and equipment required for jobs assigned, requisition materials as required.
8. Maintain records of construction projects, compile and compute materials and cost estimates of projects.
9. Answer questions and provide information to the general public; respond to and resolve citizen's inquiries and complaints.
10. Consult with County Engineer, Commissioner's Court and other relevant parties regarding projects, personnel, equipment, and services performed and provided. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolved complaints in an efficient and timely manner.
11. Remain on call after work hours to clear roads and bridges or barricade floods during storms.

14. Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

- High School Diploma/ GED and considerable (3-5 years) experience required.

## **WORKING CONDITIONS**

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*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

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- Employees sit some of the time but may walk or stand for most periods of time.
- This is heavy work frequently requiring physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Occasionally
Up to 50	Occasionally
Up to 100	Occasionally
100 or more	Occasionally

Environmental Exposures	
Work near moving mechanical parts	Frequently
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Frequently
Extreme Cold, non-weather	Frequently
Extreme Heat, non-weather	Frequently
Noise Level	Loud

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*