



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CREW LEADER I**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Provide management of the day-to-day operations of the department. Work unit and oversight of the work production, quantity and quality of work completed. May schedule work assignments, assign hours and work locations. This position may also train and/or evaluate employees. Handles difficult problems, may develop and implement programs and curriculum, monitors departmental resources and endures compliance with policies and laws.

EXAMPLES OF WORK PERFORMED

Provides training to staff members as required

Assists in planning, assigning, and responsibility of the workload and schedules for team members

Assists in evaluating performance of subordinates, identifying strengths/weaknesses, providing employee development, guidance and motivation, or making/deciding on recommendations for replacement when appropriate

Acts as a managerial resource for staff questions regarding customer issues, policies, etc.

Assists in coordinating activities with other departments to expedite work and improve performance

Assists in performing quality reviews/audits of department's work and makes operational corrections as necessary

Assists in establishing and enforcing procedures to expedite and improve processes

Participates in personnel matters including disciplinary actions and resolution of departmental disputes

Performs all other related duties involved in the operation of the Precinct as assigned or required

EDUCATION AND EXPERIENCE

Graduation from a high school or equivalent (GED)

Two (2) years in road construction or maintenance

One (1) year of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems

Knowledge of MS Word, Excel and 10-key calculator

Ability to interpret and apply accounting theory to transactions; to work accurately with numerical detail; and to analyze, consolidate, and interpret accounting data

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations