

LINN COUNTY CLASSIFICATION SUPPLEMENT

TITLE: LEADWORKER

NUMBER: 269

APPROVAL ORDER NUMBER: 2021-199

PAY RANGE: N/A

DATE: JUNE 29, 2021

CATEGORY: TEAMSTER

THE LEADWORKER: The Leadworker is an employee whose normal tasks are in a mechanic, road, bridge, vegetation management or traffic worker classification, and who has been designated in writing by the Roadmaster as a Leadworker. Designation as a Leadworker and revocation of such designation is the sole discretion of the Roadmaster or designated representative.

SUPERVISION RECEIVED: Works under the direction of a Division Supervisor who assigns duties, observes performance and inspects work upon completion for conformance to construction and maintenance standards.

SUPERVISION EXERCISED: In addition to the regular duties of their specific classification, exercises supervision over employees, in the absence of, and when directed by, the Division Supervisor. May assist Division Supervisor in the training and evaluation of division employees. Discipline of employees is not a duty of a Leadworker.

ESSENTIAL FUNCTIONS: A person employed in this classification supplement must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assist Division Supervisor with planning and scheduling maintenance and construction activities.
2. Address questions and inquiries from the general public in the absence of the Division Supervisor.
3. Respond to emergencies during and after normal duty hours, dispatch division employees and equipment at the direction of, or in the absence of, the Division Supervisor.
4. Report status of emergencies, projects, or other activities to the Operations Manager or Roadmaster in the absence of the Division Supervisor.
5. Organize and coordinate labor, equipment, and materials to accomplish assigned tasks.
6. Operate computers and software generally and related to road or bridge maintenance planning, documentation, research and other functions.

*Leadworker designation entitles individual to additional compensation at the rate of 5% of base salary.