

CREW LEADER

Public Works | Road and Bridge | Roads



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Crew Leader is responsible for overseeing road maintenance and repair crews and supervising the upkeep of parish roads (both paved and unpaved).

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Thursday

Must be willing to work extra hours as needed.

SHIFT

7 a.m. to 5:30 p.m.

LOCATION

Public Works – South Campus

REPORTS TO

Operations Supervisor

PHYSICAL DEMANDS

Lift over 50 lbs. (heavy)

WORK ENVIRONMENT

Indoor and outdoor work, in varying weather conditions and frequent exposure to noise, tools, and equipment in a safety-regulated workspace.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected plan, assign, and monitor a wide range of maintenance and repair activities, including preventative measures, emergency responses, and seasonal tasks such as hurricane preparation.

The Crew Leader will assist in the training of staff, implementation of safety protocols, maintenance of equipment and inventory, and is responsible for the accurate documentation and reporting of work activities through digital systems such as the MGO Work Order System.

JOB DUTIES

- Conduct regular inspections of all paved and unpaved parish roads, including road shoulders, to identify maintenance needs and generate corresponding work orders.
- Coordinate and oversee the scheduling of routine and emergency road maintenance projects across assigned districts.
- Supervise daily operations of road and sign maintenance crews, including assigning tasks, delegating responsibilities, and ensuring completion of work in a timely and safe manner.
- Assist in the training and development of road maintenance personnel in coordination with the Operations Supervisor.
- Ensure all field equipment and vehicles are properly maintained, fueled, and operational; complete vehicle checklists and preventative maintenance reports as required.
- Communicate regularly with the Operations Supervisor and Road & Bridge Superintendent to provide updates on ongoing projects, crew performance, and departmental needs.
- Utilize the MGO Work Order System to issue, track, and manage work orders related to road maintenance and repairs.
- Monitor and maintain inventory of construction barricades (Types I, II, and III), ensuring adequate stock is available daily.
- Respond professionally to public inquiries, complaints, and concerns regarding road conditions and department operations, and relay relevant information to supervisors.
- Support the implementation and enforcement of safety programs and procedures as directed by departmental leadership.
- Assist crews with maintenance and repair activities as needed, including emergency response and weather-related incidents such as hurricane preparations.
- Maintain accurate records of daily work activities, crew assignments, and maintenance schedules, and ensure proper documentation is submitted to the appropriate supervisors.
- Attend required training sessions, including LTAP, and remain up to date with all compliance-related certifications.

Questions? No problem!
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JOB DUTIES CONTINUED

- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to motivate, direct, and manage multiple crews effectively while fostering accountability, safety, and high performance in a field-based environment.
- **Time Management:** Able to efficiently prioritize and schedule daily, weekly, and emergency tasks to ensure timely completion of road maintenance and repair projects.
- **Analytical Skills:** Ability to assess road conditions, identify operational issues, and make sound, data-informed decisions to allocate resources efficiently.
- **Communication Skills:** Excellent verbal and written communication skills to interact effectively with crew members, supervisors, and the public.
- **Organizational Skills:** Ability to manage work orders, inventory, personnel schedules, and compliance records in a structured and efficient manner.
- **Technical Skills:** Proficiency in using work order systems (e.g., MGO), understanding equipment maintenance procedures, and applying road maintenance standards and safety regulations.
- **Qualifications:**
 - High school diploma or GED certification.
 - Minimum of two (2) years of experience in road maintenance field operations, or one (1) year of supervisory experience in a related field.

