

CREW LEADER – TRACTORS

Solid, Hazardous & Recycling Waste | Vegetation



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Crew Leader – Tractors is responsible for overseeing roadside vegetation maintenance operations, including cutting grass along roadways, ditches, and lateral ditches within public rights-of-way.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

Must be willing to work overtime, including nights, weekends, and holidays as needed.

SHIFT

6 a.m. to 4:30 p.m.

LOCATION

Ashland Transfer Station

REPORTS TO

Operations Supervisor - Vegetation

PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

Routine bending, climbing and lifting

WORK ENVIRONMENT

Plant and field environment with frequent exposure to noise, heat, dust and odorous conditions.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to supervise assigned crew members, ensure safety compliance, maintain equipment readiness, and complete work order documentation.

The Crew Leader – Tractors is also expected to direct daily work activities related to cutting grass along roadways, ditches, and lateral ditches, as well as performing minor tree work and landscaping.

The role includes supporting downtown beautification efforts, camera maintenance, and assisting with seasonal and emergency response operations.

JOB DUTIES

- Supervise and dispatch tractor crews to perform scheduled roadside cutting and vegetation maintenance tasks.
- Conduct daily tailgate meetings to review assignments, safety protocols, and crew readiness.
- Perform inspections of all assigned equipment, including tractors, bush hogs, long arms, and trailers; report issues to the Operations Supervisor or mechanic.
- Maintain and update daily work schedules and logs as assigned by the Operations Supervisor.
- Train new tractor operators in safe and effective equipment operation.
- Evaluate roadside conditions for tall grass, debris, and maintenance needs; ensure proper cleanup and documentation.
- Assist with Solid Waste daily operations and support other crews when mowing is not required.
- Respond to public complaints, comments, and questions regarding roadside maintenance activities.
- Perform minor equipment maintenance including oil changes, blade replacements, greasing, and general upkeep.
- Weld and assist with equipment repairs as needed.
- Ensure crew members have appropriate PPE, tools, and hydration supplies for the workday.
- Load and prepare trucks and trailers for daily operations; inspect and secure equipment before and after use.
- Travel to assigned work locations, assess site needs, and oversee completion of tasks.
- Update and close out work orders in the MGO system; manage incomplete assignments and coordinate follow-up.
- Attend monthly safety meetings and ensure crew adherence to safety standards.
- Participate in annual activities such as Mardi Gras cleanup, hurricane response preparation, and Christmas decorations.
- Review and approve Absence Requests, FAST forms, and employee timecards submitted through TeamTPCG to ensure accuracy, compliance with policy, and timely processing.

Questions? No problem!

Email us at employment@tpcg.org.

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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:** Effectively supervises and motivates crew members, ensuring tasks are completed safely, efficiently, and in alignment with operational goals while fostering a culture of safety, accountability, and teamwork.
- **Time Management:** Prioritizes and coordinates daily work orders, crew assignments, and equipment readiness to maintain consistent productivity.
- **Analytical Skills:** Evaluates field conditions, equipment performance, and crew effectiveness to identify issues and implement practical solutions.
- **Communication Skills:** Communicates clearly and professionally with team members, supervisors, and the public, both verbally and in writing.
- **Organizational Skills:** Maintains structured schedules, accurate work order documentation, and well-organized equipment and supply inventories.
- **Technical Skills:** Demonstrates proficiency in operating and maintaining heavy equipment such as tractors, bush hogs, and long-arm mowers; capable of performing basic mechanical repairs, and welding. Proficiently operates office software such as Microsoft 365 and the MGO work order platforms.
- **Qualifications:**
 - Highschool diploma or GED certificate.
 - Minimum of one (1) years of experience in operating heavy equipment.

