



Lake County
Work Crew Leader/911 Field Technician

BAND	GRADE	SUBGRADE	FLSA STATUS
B	2	1	Non-Exempt

NATURE OF WORK

This position is responsible for directing Sentence-to-Serve/Community Service Work crews and updating 911 address signs. Responsibilities may include directing crew members in projects requiring skilled and non-skilled labor; installing and maintaining 911 address signs.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Supervises and directs work crews performing skilled and non-skilled labor tasks.	Daily 50%	B2
2.	Installs and maintains 911 address signs throughout the County.	Daily 50%	A1
3.	Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

LEVEL OF DECISIONS

Work is routine in nature with the majority of time dedicated to the performance of tasks related to one area of responsibility, with standardized responsibilities in performing Patrol Division support activities. This level has the ability to perform all types of work assignments in the assigned area.

DIRECTION RECEIVED

Incumbents apply procedures and standards to specific situations, and work under general supervision.

DIRECTION PROVIDED

Incumbents may assign/delegate work assignments to temporary employees; troubleshoot problems and issues commensurate with relevant experience.

TRAINING AND EXPERIENCE REQUIREMENTS

High School Diploma or G.E.D.; 1 year of equipment operation or related experience; or an equivalent combination of education and experience.

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- Valid Driver's license

KNOWLEDGE REQUIREMENTS

- Customer service principles;
- Applicable tools and equipment;
- Project supervision;
- 911 address system.



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SKILL REQUIREMENTS
<ul style="list-style-type: none">• Providing customer services;• Using tools and equipment;• Supervising staff in work completion;• Maintaining 911 signs;• Oral and written communication sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS
<p>Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.</p> <p>Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.</p> <p>Incumbents may be subjected to hazardous physical conditions, extreme temperatures, intense noise, and travel.</p>

CLASSIFICATION HISTORY	
DATE	COMMENT
June, 2017	Draft prepared by GBS (MO)
November, 2020	Revised licensing requirements

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.