



COLUMBIA COUNTY, OREGON
JOB TITLE: CREW LEAD WORKER
DATE: MARCH 1, 2026

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Public Works	JOB CODE:	411
SUPERVISOR:	Road & Bridge Superintendent	SALARY RANGE:	25
UNION (Y/N):	Yes	LOCAL:	AFSCME 697

GENERAL STATEMENT OF DUTIES: Lead, prioritize, and participate in district road maintenance operations under the general supervision of the Road and Bridge Maintenance Superintendent and Public Works Director. Operate a variety of road maintenance equipment, perform all levels of road maintenance activity, and serve as in-field lead for road maintenance programs and projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Lead, prioritize, and participate in shop work to the extent of coordinating, scheduling, assigning, and reviewing work, providing input on performance, and providing training.

Lead a crew of workers in various construction, repair, and maintenance tasks related to road and bridge maintenance.

Participate in various maintenance, repair, and construction tasks, such as culvert installation, pavement surface maintenance (oiling and paving), and total road and bridge rebuilding.

Coordinate projects with various utility and government agencies. Call in locates prior to road maintenance activities.

Review work assignments, determine methods, equipment, materials, and staffing needs in coordination with the Superintendent. Prioritize and schedule projects with Superintendent and other department staff. Select appropriate equipment and materials to complete work according to specifications, verbal instructions, and established procedures.

Prepare reports regarding district activities and coordinate personnel and equipment needs with the Superintendent and others within the department.

Perform all duties of a Road Maintenance Worker, as needed.

Attend meetings and seminars as requested or directed.

Maintain necessary certifications required to perform the essential functions of the position.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Direct supervision of employees is not a responsibility assigned to this position. This position may provide functional and technical assistance to other employees. This position may also serve as the in-field lead for various assigned road maintenance programs and projects.



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SUPERVISION RECEIVED: Work is performed under the general direction of the Road & Bridge Maintenance Superintendent who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a high school diploma plus additional specialized training equal to a two-year degree from a technical college. Five years of experience in road construction, maintenance and repair, including experience in the operation of motorized road construction equipment. Any satisfactory combination of experience and training that demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Experience supervising crews is preferable. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess or be able to obtain within six months of hire a valid Class A commercial driver's license (CDL) with tanker and hazardous materials endorsements and be insurable under the county's liability policy. Possession of Flagger's certification, forklift license, and CPR, First Aid, and AED certifications, or ability to obtain same, within six-month period.

KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of road construction, maintenance, and repair methods, tools, equipment and materials. Working knowledge of standard equipment used in construction and maintenance, including its operation, upkeep, and minor repair. Considerable knowledge of safety rules and practices pertaining to operation of road construction and maintenance equipment.

Skill in and ability to use Microsoft Office products, web-based databases, and time keeping and cost accounting software, among others.

Ability to:

- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Read, understand, and enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Effectively lead work crews and coordinate work effectively with the Road and Bridge Superintendent.



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- Operate equipment effectively, efficiently, and safely under all conditions, including adverse weather conditions.
- Act effectively and decisively in emergency situations.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background and drug screening. Must be able to maintain a Medical Examiners Certificate as required under Department of Transportation regulations for CDL Drivers.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, regularly required to use hands to finger, handle, or feel. Frequently required to stand and reach with hands and arms. Occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl, at times on uneven ground. Regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, regularly exposed to outside weather conditions and may be required to work evenings during all adverse weather conditions. May be required to work alone or with community service workers. Frequently exposed to moving mechanical parts; high, precarious places; and outside weather conditions. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***