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Community Services Crew Lead

JOB CODE	JOB FAMILY	PROFILE
JCV106	**Community & Recreational Services**	**Community Services Crew Lead**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$15.55 - $20.01**	**August 28, 2026**

The Community Services Crew Lead, under the limited direction of the Maintenance Coordinator, is responsible for weed and litter clean-up projects utilizing the services of court mandated community service workers.

Job Description

DUTIES AND RESPONSIBILITIES

- Instructs and assists a crew of community service workers in the removal of litter, cutting and removal of weeds, and trimming of tree branches creating traffic hazards on the County right-of-way.
- Responds to work orders and requests of authorized personnel for weed and litter clean-up projects.
- Instruct workers on work assignments and methods used to accomplish work assignments.
- Operates a dump truck and loader to remove debris.
- Checks County roads for work that needs to be done.
- Ensures workers are using safety vests and other protective equipment.
- Checks equipment daily to maintain efficient and safe operation.
- Completes daily forms on workers for community service program.

- Under the direction of Road Foreman, performs duties of a laborer including breaking, mixing, and placing concrete and asphalt utilizing hand and power tools.
- Installs pipe sections, valves and fittings; lifting and loading materials and equipment; clearing and cutting trees, brush, and trash.
- Performs other job-related duties as required or assigned.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Three (3) years of road maintenance experience with one (1) year experience in a supervisory/lead capacity.
- Ability and skill in the operation of a dump truck and loader.
- Ability to follow and carry out oral and written directions.
- Ability to supervise others and to clearly articulate instructions.
- Ability to complete required reports.
- Ability to communicate effectively in both oral and written English.
- Ability to interact professionally with the public, staff, and community service workers.
- Ability to work permanent schedules that include Saturdays and/or Sundays.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Complete required supervisor training, if applicable.
- Employee must have a valid New Mexico Commercial driver’s license, Class A, by employment date. Passenger endorsement required and shall be obtained within 30 days of date of hire.
- Employee must be physically able to operate equipment and perform, lifting, walking required in the performance of the job in an outdoor setting with variable weather capacity.

WORKING CONDITIONS

- Work is done primarily outdoors.
- Work in extreme weather conditions is required.
- Employee is exposed to intermittent noise and vibration factors.
- Employee is exposed to exhaust fumes, dust, and mists.
- Work is conducted primarily during daylight hours.
- Work schedule is generally Tuesday through Saturday.
- Work is performed on even or uneven terrain, while operating equipment and performing general labor work. Surfaces may be wet or dry, muddy, paved or dirt roads. Grease or oil may be found on working surfaces. Work may be performed on inclines.
- Work hazards include gas/electrical lines, vehicle traffic, and exposure of skin to gases and fumes.

EQUIPMENT, TOOLS, AND MATERIALS

- Utilizes the following hand operated tools: shovel, rake, axe, pick, pitchfork, chain saw, digging bars, and handheld weed trimmer.
- Reflective vests, cones, and flags are used as safety precautions.
- Dump trucks and loaders are used when needed to perform essential duties.

SUPPLEMENTAL INFORMATION

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to ask questions of Maintenance Coordinator and listen to and follow verbal directions in English.
- Must be able to communicate verbally with community service workers.
- Must be able to maintain records on the workers.
- Must be able to provide instruction on work assignments.
- Must be knowledgeable of all traffic laws and regulations.
- Must be able to accurately read all gauges on equipment and make correct judgements in the operation of equipment.

PHYSICAL FUNCTIONS

- Ability to stand for up to eight (8) hours per pay.
- Ability to crouch, kneel, and remain in a prone position for up to 30 minutes at one time.
- Ability to bend at waist and twist/rotate waist if necessary for up to one-third of workday.
- Ability to work with arms extended and bent for up to four hours at one time, and seven and one-half hours total per day.
- Ability to use hands and fingers to grasp and pick up weeds, litter, or tree branches.
- Ability to coordinate use of hands and eyes in operation of equipment.
- Must be able to lift up to 100 pounds occasionally (i.e. up to one-third of workday), from ground to waist level. Ability to lift up to 50 pounds frequently to constantly (i.e. from one-third up to entire workday), from ground to shoulder level.
- Ability to climb in and out of equipment cabs at least six (6) times daily at an estimated height of six (6) to seven (7) feet.
- Ability to push/pull with arms with a force of up to 50+ pounds while performing labor work.
- Ability to use hands and wrists to screw/unscrew oil caps and filters as part of a maintenance routing.
- Ability to push with legs up to 40 pounds of force to operate foot controls for up to four (4) hours at one time, and seven and one-half (7.5) hours total per day. Ability to twist/rotate legs in operating foot controls.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.