



<p>POSITION DESCRIPTION</p> <p>Roads Department Supervisor</p> <p>FLSA Status: Exempt Classification: Professional Salary Grade/Band:</p>	<p style="text-align: right;">10 June 2015</p> <p style="text-align: right;">Reports to: County Commissioners Revised: Human Resources Initials: _____</p>
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<p>POSITION PROFILE</p> <p>Performs a variety of managerial, administrative and supervisory tasks related to planning, organizing, directing, and coordinating the construction and maintenance of county roads, bridges, culverts and flood channels.</p> <hr/> <p>GOALS</p> <ul style="list-style-type: none"> • To ensure work performance, effective time management practices, and attention to detail. • To maintain a safe and clean environment. • To adhere to best safety practices and comply with OSHA and other local and federal mandates. <hr/> <p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Serves as liaison to the public and various local and state agencies as needed to establish and maintain effective public relations and develop cooperative solutions to common problems and goals; develops action plans for communication, advocacy and defense of administrative policy. • Coordinates departmental projects with U.S. Forest Services, Bureau of Land Management, State Highway Department, Army Corp. of Engineers, Special Service Districts, school districts, cities, townships, private enterprise and other agencies as is necessary to expedite completion of the same. • Directs overall departmental public relations activities; responds to public complaints and inquiries, investigates, determines necessary repairs and estimates completion dates. • Recruits, hires, disciplines, and dismisses department employees; assigns personnel and equipment to maintain scheduled operations; oversees the training of personnel in the operation of equipment. • Establishes priorities for equipment repair and purchase. • Oversees quality assurance through field inspections on various contracted projects; appraises contractors and staff of performance standards as necessary; discusses procedural options as needed to solve problems; coordinates problem follow-up inspections to assure compliance. • Oversees property acquisitions; secures right-of-ways and supervises the design, engineering and construction of roads, bridges, drainage systems and road sign installation; analyzes projects and determines quantity and quality of materials necessary and orders the same if not readily available; oversees departmental materials and equipment inventory control functions;

establishes bid specifications for competitive pricing and buying.

- Determines project priorities, establishes work schedules and deadlines; inspects work in progress to assure that workmanship conforms to specifications and that construction and maintenance schedules are adhered to; oversees record keeping of all work performed, hours worked by individual employees, time records for departmental payroll, leave records, etc.
- Prepares and recommends departmental budget; administers departmental budget and directs procedures to assure compliance with established budgets; assures all equipment purchases
- Supplies and materials conform to departmental needs and goals; monitors departmental auditing process.
- Directs and coordinates departmental risk management program in cooperation with county auditor; assures proper insurance coverage for equipment, operators, passengers; assures proper coverage for liability, errors and omissions; directs the maintenance of departmental safety program.
- Monitors federal funding programs; assures proper application for special grants and allocations; assures receipt of entitlements such as highway tax and other programs; assures compliance with terms and conditions of funding programs, contracts and grants.
- Supervises county signing program in compliance with the Manual on Uniform Traffic Control Devices (MUTCD) and other applicable standards; supervises construction and work zone signing, i.e., barricades, flashing lights, etc.
- Performs other related duties as required.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent;
- Five (5) years of experience performing the above or related duties; or
- An equivalent combination of education and experience.

LICENSES AND CERTIFICATIONS

- A valid and current CDL Class A with general and airbrake endorsements.

SKILLS/ABILITIES

- Thorough working knowledge of vehicle operation and safety procedures;
- Working knowledge of fundamental construction and maintenance procedures;
- Knowledge of field/operator safety;
- Professional interpersonal communication skills;
- Ability to work safely and accurately;
- Develop effective working relationships with elected officials, professionals, the public, and coworkers.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Ability to give detailed oral and written instructions to employees.
- Communicates in person and by cell or two-way radio.

REASONING ABILITY

- Ability to communicate effectively verbally and in writing; plan, organize, and direct the affairs and operations of a department engaged in a variety of construction projects related to road and bridge systems.
- Visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately.
- Develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

PHYSICAL REQUIREMENTS

- Majority of work is performed on the road or on work sites hauling materials with exposure to extremes of heat and cold temperatures and inclement weather. Subject to the hazards associated with road work sites and working with/around other vehicles and tools. Work environment can be very loud.
- Regularly operates heavy/light trucks.
- Frequently lifts and/or moves objects weighing up to 80 pounds such as tools, equipment, supplies, etc.
- Must be able to access all levels of a construction site/building/structure, traverse uneven terrain, and enter and exit from vehicles.
- Manually operates department vehicles, tools, and equipment.

HAZARDS

- Occasional exposure to unpleasant environmental conditions and/or hazards.
- Daily exposure to extreme temperature, wetness and/or humidity, respiratory hazards, noise and vibration, and physical hazards
- Frequent exposure to fire, mechanical and road hazards. Occasional exposure to chemical hazards, electrical hazards, and physical danger or abuse.
- Rare exposure to explosives.
- Seatbelt, safety glasses, gloves, hard hat, dust masks, and reflective vest may be required.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.