

# ROAD MAINTENANCE SUPERVISOR

## MAJOR FUNCTION

This is a supervisory position responsible for overseeing work in the operation and maintenance of the County road system.

## ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Responsible for assigning, supervising and coordinating work crews and equipment for work on the County road system.
- Plans and organizes work by evaluating conditions to determine which tasks should be performed in what order and what materials or information is needed.
- Conducts performance evaluations, recommending promotions, merit increases, demotions and discipline.
- The position is responsible for assigning, supervising and coordinating work crews and equipment for work on the County road system.
- Will determine the best set up and placement of equipment and materials in order to complete the job. Performs equipment set up procedures as specified in written manuals, procedures, or guidelines.
- Must be able to respond to emergency and after hours calls on nights and weekends.
- Provides training to staff in current codes, ordinances, statutes, and in the proper use of equipment. Interprets and administers corrective actions related to customer service to ensure all inquires and complaints are handled in a professional and timely manner.
- Responsible for the maintenance and upkeep of the sub-station building, maintenance yard, and for the minor maintenance and inspection of sub-station vehicles and equipment.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

## SECONDARY FUNCTIONS

- Performs other duties as assigned.

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- May fill in for senior staff in the event of absence.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

### **SUPERVISION**

Direct and indirect supervision over an employee workforce assigned to the district. This includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

#### **Education and Experience**

A high school diploma and a minimum of six years experience in road construction or maintenance with two years supervisory experience; or equivalent combination of education and experience.

#### **Licenses**

Must possess a valid Class B CDL.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively one-on-one with customers and employees of the organization.

#### **Mathematical Skills**

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- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

### **Problem Solving Abilities**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data. May participate in development of policy, programs, plans, or procedures.
- Ability to identify a problem, analyze the problem and determine the best course of action or solution to resolve the problem.

### **Specialized Skills and Abilities**

- Work requires constant attention to detail.
- Ability to plan, assign, monitor, and supervise the work of field crews.
- Working knowledge of all road maintenance equipment.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

This position requires the ability to proficiently operate the following: tandem axle dump truck, front end loader, grapple truck, pickup truck and two way radio. Will also be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to climb or balance, stoop, kneel, crouch, or crawl, and to lift up to one hundred pounds;

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will regularly be required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; and will frequently be required to talk or hear, taste or smell. Special vision requirements are close, color, and peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will be exposed to moving mechanical parts, fumes or airborne particles, and outdoor weather conditions. The noise level for this environment will be moderate to loud.

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