



CLASS SPECIFICATION

Class Code: 8352
Date Est: 07/1973
Last Rev: 06/2004
Last Title Chg: 03/1981
FLSA: non-exempt
Probation: 12 months

ROADS SUPERVISOR

DEFINITION

Under general supervision, plans, coordinates, and supervises the functions and activities of one or more crews in the maintenance and construction of County roads; performs the most complex road maintenance and construction work; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Five years of progressively responsible work experience in the performance of road maintenance and construction work, including two years of experience in the operation of heavy construction equipment; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid Class A Commercial Driver's License is required at the time of appointment.

Employees with CDL's in this class are subject to drug and alcohol testing according to applicable County policies.

SUPERVISION EXERCISED

Exercises direct supervision of one or more crews performing road maintenance and construction work. Incumbents also perform the most complex road maintenance and construction work.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, supervise, and direct the functions and activities of one or more road maintenance and construction crews.

Supervise assigned staff, determining work performance standards, conducting performance evaluations, providing direction to staff, conducting employment interviews, and handling disciplinary problems.

Assign heavy road equipment and machinery to various projects.

Oversee a variety of activities, including drainage system construction and maintenance, snow removal, paving, grading, vehicle transport, and weed control.

Instruct equipment operators and other staff on the work to be done and the best methods for accomplishing it.

Check County bridges, culvert pipes, guardrails, ditches, and signs to determine maintenance and repair requirements.

Maintain records on time, location, and type of work performed by an assigned crew or crews.

Prepare and submit a variety of reports and applications.

Investigate property owner concerns and complaints regarding special drainage and culvert problems, assigning crews as necessary.

Perform a variety of the most complex road maintenance and construction work, including minor equipment repair, bridge repairs, and work on culverts and related structures.

Operate light, medium, and heavy construction equipment and machinery.

Inspect quality of material to be used for fill and surface treatment.

Conduct inspections, review work-in-progress, and ensure proper completion of projects.

Coordinate with other departments, vendors, and contractors to organize and complete work functions.

Inspect plans and work done by contractors in the County right-of-way.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Operations, policies, and procedures of the Department.

Standard specifications for Public Works construction.

Countywide personnel policies.

Ability to:

Supervise personnel, including training, assigning and reviewing work, administering discipline, and conducting performance evaluations.

Plan, coordinate, and direct assigned functions and activities to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Comprehensive knowledge of methods, materials, and equipment used in road maintenance and construction work.

Use, care, and operation of a variety of construction equipment and machinery.

Work safety methods and procedures.

Principles of supervision, training, and employee evaluation.

Ability to:

Schedule and assign use of road maintenance and construction equipment for projects.

Organize and prioritize work requests, assignments, and equipment.

Analyze information, project consequences of proposed actions, and develop appropriate actions.

Read, interpret, and apply regulations, policies, and procedures.

Use and operate a variety of light, medium, and heavy road maintenance and construction equipment.

Perform a variety of the more difficult road maintenance and construction work.

Develop cost estimates and plan projects.

Schedule work for maintenance and repair projects.

Maintain records and prepare reports.

Clearly express ideas both orally and in writing.

Maintain cooperative relationships with other staff.

Effectively represent the Department with the public and other County staff.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, and kneel. Ability to lift and move objects weighing up to 75 lbs. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Exposure to dust, dirt, grease, and construction materials.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.