

Road Supervisor

Lincoln County

Highway Dept

POSITION SUMMARY

Under the supervision of the Director of the Highway Department, the Road Supervisor is a non-exempt position under FLSA. This position executes the planning, organizing and directing of employees in the department. Duties include scheduling of work assignments, supervising employees and monitoring quality of work. This position assists with records, purchases of equipment and materials and serves as department safety officer. This employee will assume the responsibility of the Director in his absence. This employee must be able to work without supervision and be able to handle projects simultaneously. This is a safety sensitive position and is subject to random drug and alcohol testing.

ESSENTIAL FUNCTIONS

- Serves as the on-site project manager who executes the completion of projects set forth by the department's plan and project list, mutually agreed upon by the Supervisor and Director;
- Suggests and implements priority strategy for developing and maintaining ongoing project list;
- Supervises road maintenance and equipment operation while monitoring work quality;
- Provides leadership and active participation on the ground with employees;
- Coordinates logistics of employees and equipment during projects and ongoing maintenance;
- Prepares daily work assignments and utilizes Mobile 311;
- Inspects roads, bridges, culverts and signs and assists with documentation;
- Participates in the application of gravel and specifies technique and expectations;
- Designated as the department safety officer;
- Purchases materials for the department;
- Gathers workforce for various special or emergent situations, may be called out during off hours;
- Revises list of active projects to be completed;
- Approves maintenance schedules and arranges necessary training for operators;
- Assists with maintaining accurate inventory of highway department equipment and supplies;
- Reports on road and bridge construction/reconstruction projects and employee work quality;
- Collaborates with preparation of long-term goals and planning for the department;
- Updates Board of County Commissioners in the absence of the Director;

MARGINAL FUNCTIONS

- 40 hours per week minimum for salary, with overtime pay necessary in the event of an emergency;
- Makes One-Calls for special projects or assigns to subordinates;
- Locates gravel pits in the county and oversees gravel transport;
- Attends and participates in training and educational sessions for department employees;
- Provides follow-up to citizen's inquiries in a timely manner;
- Assists with Emergency Preparedness response as assigned, according to chain of command;
- Performs other duties as deemed necessary or as assigned;

Road and Bridge Supervisor Position Requirements

Lincoln County

Public Works

EXPERIENCE: More than three years' general construction, road and bridge construction and maintenance or related experience is preferred. Prior supervisory experience is preferred. Employee is expected to have acquired the necessary information and skills to perform the job in a reasonable manner within six months to one year of employment.

EDUCATION: High school diploma or GED is required. A valid Class "A" Commercial Driver's License is required.

TECHNICAL SKILLS: A thorough knowledge of road and bridge construction, maintenance and repair techniques, heavy equipment operation and maintenance, laws and regulations relating to road and bridge construction is required. This employee should have the ability to operate heavy equipment, including mower, tractor, rock roller, dozer, loader, grader, etc. Employee must have a strong command of the English language and have the ability to effectively communicate using both oral and written methods. Thorough knowledge of mathematics, construction techniques and the ability to read plans is required. This employee must have the ability to read, understand, and follow written instruction, maps, and manuals. Knowledge of the physical layout of Lincoln County is preferred.

PROBLEM SOLVING: Independent problem solving is a major factor in this position. Problems this employee may encounter include dealing with employees, general public, equipment malfunctions, adverse weather, and prioritizing job tasks.

DECISION MAKING: Independent decision-making is a factor in this position. This employee makes decisions in regards to managing employees and projects and prioritizing tasks.

SUPERVISION: This employee works under the supervision of the Lincoln County Director of Public Works. This employee exercises supervisory responsibilities over subordinate personnel. This employee will assume the duties of the Director of Public Works in his absences.

FINANCIAL ACCOUNTABILITY: This employee is responsible for county equipment and resources. This employee provides input in the annual departmental budget.

PERSONAL RELATIONS: Frequent contact with the general public, co-workers, and supervisory personnel is expected.

WORKING CONDITION: Adverse working conditions exist within this position. Exposure to large and small machinery and equipment, excessive noise, heights, work in confined areas, hazardous chemicals and all types of weather conditions are expected.

PHYSICAL REQUIREMENTS: Some adverse conditions this employee may encounter include, performing manual labor including lifting and carrying heavy objects, excessive walking and operating loud or noisy equipment.

ATTENDANCE: Employee must be at their job performing essential duties on a regular and continuing basis with no excessive absences. Employee must report absences and schedule days off as soon as possible to supervisory staff.