



# Grand County

## Job Description

<b>Title:</b>	Road Supervisor	<b>Job Code:</b>	2400
<b>Division:</b>	Administration	<b>Effective Date:</b>	09/2017
<b>Department:</b>	Road & Bridge	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **managerial, administrative and supervisory** tasks related to planning, organizing, directing, and coordinating the construction and maintenance of county roads, bridges, signs, culverts and flood channels. Assures compliance with various federal, state and local regulations related to safe environmental and land management operations. Assists the County Engineer with the planning of the capital facilities including but not limited to transportation and storm water.

### SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Council Administrator.

### SUPERVISION EXERCISED

Provides general supervision to Assistant Road Supervisor, Administrative Assistant, Shop Foreman/Fleet Manager, Mechanic(s) III, II and I; Equipment Operator(s) III, II, I and Laborer(s). Delegates responsibility to subordinate supervisors and lead workers when necessary.

### ESSENTIAL FUNCTIONS

**Management & Administration:** Prepares and recommends departmental budget; administers departmental budget and directs procedures to assure compliance with established budgets; assures all equipment purchases, requisitions, supplies and materials conform to departmental needs and goals; monitors departmental auditing process; maintains records of operations, personnel, expenditures and equipment.

Performs general supervisory duties in building and maintaining county roads, related facilities and equipment; assists the County Engineer with capital facility planning and impact fees related to transportation and storm water.

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.

Serves as a voting member of various standing county committees, including Safety & Accident Review Committee, GIS Policy Committee, Moab Tailings Project Steering Committee, and Special Events Coordinating Committee and works closely with Trail Mix Committee as needed.

**Intergovernmental Operations:** 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; works with Road Department staff to fulfill various federal, state, and neighboring-county agreements typically for road construction and/or maintenance.

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, private enterprise and other agencies as is necessary to expedite completion of the same.

**Public/Departmental Relations:** Responds to public inquiries and complaints related to departmental operations; directs overall departmental public relations activities; investigates, determines necessary actions and responsibilities; creates action or response plan as needed.

**Staffing & Personnel Management:** In conjunction with the Human Resource Director and Council Administrator, 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 record keeping of all work performed, hours worked by individual employees, time records for departmental payroll, leave records, etc..

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 the training of personnel in the acquisition, operation and maintenance of equipment and the methods and approaches to assigned tasks.

**Operations:** Oversees property acquisitions; secures rights-of-way and coordinates 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, determines and implements best management practices associated with maintaining pavement and road surfaces; establishes work schedules and deadlines; coordinates, implements, manages and produces specifications for special projects regarding paved pathway maintenance such as, asphalt preservation, asphalt surface repair and flood damage repair; inspects work in progress to assure that workmanship conforms to specifications and that construction and maintenance schedules are adhered to;

Coordinates, implements, manages and produces specifications for road construction and maintenance projects for the Grand County Transportation Special Service District.

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; Insures that all assigned personnel comply with applicable safety and occupational health standards.

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.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school plus two (2) years of specialized training related to basic civil engineering, public works construction management or related field;

AND

B. Ten (10) years of general road and bridge construction experience, two (2) years of which must have been in a position equivalent to that of foreman or crew leader;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

**Thorough knowledge of** principles of maintenance and construction of roads and storm water infrastructure; principles of management and budgeting; blueprints, grades, machinery, materials, and methods on constructing roads, bridges, drainage systems, culverts; etc.; of principles of supervision and worker motivation; general accounting principles and practices; budget development and control programs; OSHA regulations and safety standards related to road and bridge construction; hazards common to heavy equipment operation; traffic control and diversion; equipment maintenance and repair standards; engineering/architectural design development procedures, cost analysis and scheduling practices. **Working knowledge of** current standards as prescribed by Storm Water Pollution Prevention Planning (SWPPP) regulations; engineering processes and procedures; engineering principles and methods; civil engineering standards; current construction methods, practices, materials, tools and equipment; Microsoft Office and Arc View software programs.

**Skill in** the art of diplomacy and conflict resolution; operation of heavy mechanized equipment as required by the position.

**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.

3. Special Qualifications:

Must complete a twelve-month introductory/orientation period as a prerequisite to this position.

Must successfully pass and maintain all requirements of criminal history background checks.

Must successfully complete pre-employment drug screening.

Preferred to possess or may be required to possess a valid Utah Class "A" Commercial Driver's License (CDL) with an "N" Endorsement.

Must be able to pass ICC physical and maintain medical certificate.

Must be flagger certified or be able to attain certification when required.

Subject to on call/call out status including weekends and holidays

4. Work Environment:

Worker in the position performs in a variety of indoor and outdoor environments including working in extreme weather conditions. Tasks require variety of physical activities, not generally involving muscular strain. Periodic walking, standing, stooping, sitting, reaching, required in normal course of performing essential duties. Talking, hearing and seeing valuable to effective performance of the job. Common eye, hand, finger dexterity required for most essential functions. Must be able to bend, reach, push, pull, squat, climb, grasp and lift 100 pounds to waist level. Potentially stressful, busy and fast-paced work with extensive public contact. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Occasional travel in automobile or heavy equipment required in job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) 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.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_

(Employee)