



Grand County

Job Description

Title:	Assistant Road Supervisor	Job Code:	2405
Division:	Administration	Effective Date:	09/2017
Department:	Road & Bridge	Last Revised:	

GENERAL PURPOSE

Performs a variety of **administrative and supervisory** tasks related to organizing and coordinating the day-to-day construction and maintenance of county roads, bridges, signs, culverts and flood channels, assigning and scheduling crews and projects. Assists to coordinate with various federal, state and local agencies and private contractors related to project operations.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Road Supervisor.

SUPERVISION EXERCISED

Provides general supervision to Administrative Assistant, Shop Foreman, 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: Maintains project records as needed; maintain billing verifications as needed; organizes clerical, secretarial and administrative duties; delegates assignments and projects to clerical staff

Perform general risk management duties as needed to monitor activities, projects, traffic utilization, structures, markers, signs and other conditions of county roadways and rights-of-way.

Sets up, conducts and coordinates in service training workshops for department.

Assist in coordinating and performing manual and computer aided map and document maintenance of county road system; identify location of roads, structures, landmarks and signs; maintain county road log.

Assist in the development of road and highway ordinances, policies and regulations governing activities, maintenance, construction, snow removal and related concerns; assists to monitor compliance with established ordinances and statutes governing operations within the scope of operations.

Participates as a voting member on the GIS Policy Committee in the absence of the Road Supervisor; acts as an alternate voting member of the Safety & Accident Review Committee.

Intergovernmental Operations: Assists as delegated to serve 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; recommends 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.

Assist in the coordinating and negotiating for the development of agreements with the BLM, Forest Service, state and local governments, and private property owners as needed to secure rights-of-way, flood control facilities and material sight permits, to include terms, conditions and duration and monitor compliance with established agreements.

Public/Departmental Relations: Participates in overall departmental public relations activities; responds to public complaints and inquiries, investigates, makes recommendations for necessary repairs and estimates completion dates.

Staffing & Personnel Management: Assigns personnel and equipment to maintain scheduled operations; assists to oversee record keeping of all work performed, hours worked by individual employees, equipment operation time, time records for departmental payroll, leave records, etc.; maintain training files and records; may assist to conduct performance appraisals and initiate disciplinary actions as needed to correct deficiencies in field personnel; makes recommendations for advancement and recognition.

Operations: Assists to supervise 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 public works construction management or related field provided through professional workshops, conferences or technical college;
- AND
- B. Eight (8) 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:

Considerable 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; 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. **Working knowledge of** current standards as prescribed by Storm Water Pollution Prevention Planning (SWPPP) regulations; current construction methods, practices, materials, tools and equipment; Microsoft Office and Arc View software programs.

Skill in the interpersonal communications and conflict resolution; operation of heavy mechanized equipment as required by the position.

Ability to communicate effectively verbally and in writing; coordinate the 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.
- Must possess or be able to acquire a valid Utah Class "A" Commercial Driver's License (CDL) with an "N" endorsement within 6 months of hire date.
- Must be able to pass ICC physical and maintain medical certificate.
- Must be flagger certified or be able to attain certification within 6 months of hire date.
- 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. Extended periods daily of sitting in an office or vehicle. Work involves continuous exposure to dust, fumes, dampness, cold, heat, oils and grease, pollens and organic materials, insects, vibrations, shaking, bouncing and all kinds of 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. Daily travel in automobile or heavy equipment required in job performance.

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)