

Sevier County Job Description



Title: Road Supervisor	Department: Roads
Grade: 25	FLSA Status: Exempt
Job Code: 120	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of **administrative and supervisory** tasks related to planning, organizing, directing, and coordinating the construction and maintenance of county roads, bridges, culverts and flood channels. Oversees county GIS/GPS operations and projects. Assures compliance with various federal and state agency regulations (i.e., OSHA, MSHA, FEMA, and BLM).

SUPERVISION RECEIVED

Works under general direction from the Sevier County Commission and general supervision of the County Executive.

SUPERVISION EXERCISED

Provides general supervision to GIS Administrator, Road Maintenance Operators and all other road and office personnel.

ESSENTIAL FUNCTIONS

- 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 departmental operations;
- Coordinates departmental projects with multiple government, state and private agencies as necessary to expedite completion;
- Assists HR in recruiting, hiring, disciplining, evaluating, and dismissing 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;
- Coordinates with GIS/GPS operations;
- Coordinates problem follow-up inspections to assure compliance;
- Supervises and participates in the design, engineering, construction and maintenance of roads, bridges, drainage systems and road sign installation;
- Oversees and orders departmental materials and equipment and establishes bid specifications for competitive pricing;
- Determines project priorities, i.e., seal coating, dust control, traffic counts, spring clean up, cattle guard mapping (GPS), etc.;
- Inspects work in progress to assure that workmanship conforms to specifications and that project schedules are adhered to;
- Oversees record keeping of all work performed, hours worked by individual employees, time records for departmental payroll, leave records, etc.;
- Prepares, recommends and administers departmental budget and directs procedures to assure compliance with established budgets, and Sevier County's goals and objectives;
- Monitors departmental auditing process;
- Supervises and coordinates departmental risk management program in cooperation with county administrators;
- Assures proper insurance coverage for equipment, operators, passengers;
- Assures proper coverage for liability, errors and omissions;
- Assures receipt of entitlements such as highway tax and other programs;
- Assures compliance with terms and conditions of funding programs, contracts and grants;
- Manages and maintains inter-local contracts and agreements related to road maintenance and construction;
- Manages county signing program in compliance with the Manual on Uniform Traffic Control Devices (MUTCD) and other applicable standards and supervises construction and work zone signing, i.e., barricades, flashing lights, etc.;

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from high school or equivalent, plus two (2) years of specialized training related to above duties, and eight (8) years of general road and bridge construction experience; basic civil engineering, public works construction management or related field, two (2) years of which must have been in a position equivalent to that of supervisor, foreman or crew leader.

* An equivalent combination of education and experience may be considered.

2. Required Knowledge, Skills and Abilities:

Thorough knowledge of

- Blueprints, grades, machinery, materials, and methods on constructing roads, bridges, drainage systems, culverts;
- Solid waste regulations and procedures, etc.;
- Principles of supervision and worker motivation;
- General accounting principles and practices with budget development and control programs;
- Safety standards related to road and bridge construction;
- Hazards common to heavy equipment operation;
- Equipment maintenance and repair standards;
- Engineering/architectural design development procedures, cost analysis and scheduling practices.

Considerable knowledge of

- Engineering processes, procedures, principles and methods with civil engineering standards;
- Road construction methods, practices, materials, tools and equipment.

Skill in

- Interpersonal communications and cooperative problem solving;
- The operation of heavy mechanized equipment as required, i.e., Roller, Sweeper, Chipper Box, 10-Wheel Dump, Loader, Snowplow, Belly Dump, forklift, Track Loader, Track hoe, scraper, skid steer, tar pot, sweeper, Cat/Dozer, Road Grader, Sanders, Water Truck, etc.

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 possess or be able to acquire a valid Utah Class "A" Commercial Driver's License (CDL) with no DUI, ARR, or no more than two moving violations in the past twelve (12) months.
- Must be able to pass ICC physical and maintain medical certificate.
- Must be flagger certified or be able to attain certification when required.
- Must be able to comply with applicable county and departmental policies and safety standards.
- Must be willing to maintain a flexible working schedule, and occasionally work weekends and shifts as well as be on call.
- Must submit to and pass randomly administered drug tests.
- May be required to be or become a certified weed control applicator.
- Resident of Sevier County.

4. Work Environment:

- Tasks require variety of physical activities, occasionally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting.
- May be required to lift up to 75 pounds on occasion.
- Talking, hearing and seeing essential to the performance of daily job functions.
- Common eye, hand, finger, leg and foot dexterity exist.
- Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some 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 employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. 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)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)