
ROAD SUPERVISOR

Rev06-16

Department: Road & Bridge
Reports To: Road & Bridge Superintendent

Position Summary

Under the supervision of the Road & Bridge Superintendent, the Road Supervisor is non-exempt position under the FLSA, which is responsible for supervising and directing the maintenance and repair activities for all Marion County roads. The employee in this position has responsibility for planning work, executing assignments, and directing subordinates engaged in varied road maintenance, repair, and construction activities throughout the county. This employee also acts as an equipment operator in conjunction with subordinate personnel as needed. The Road Supervisor exercises discretion in carrying out work details and in the assignment of work to subordinate personnel, and may relieve or substitute for the Road & Bridge Superintendent during their absence or in emergency conditions.

Essential Functions

- * Organizes, assigns, supervises, and inspects the work of specialized crews of skilled, semi-skilled, and unskilled employees engaged in road maintenance and construction work;
- * Assigns work orders and supervises subordinates;
- * Follows up on citizen complaints;
- * Receives and answers citizen requests, concerns and complaints;
- Plans projects;
- * Prioritizes work;
- * Orders materials and tracks inventory;
- * Trains new and existing personnel in the safe operation of equipment;
- * Trains crews in equipment operation and safety;
- * Assists subordinates in more difficult road maintenance and repair operations;
- * Ensures compliance with all safety procedures;
- * Stakes out rights-of-way;
- * Prepares paperwork on work performed;
- * Inspects county roads and bridges for maintenance and construction requirements;
- * Performs routine service of equipment on a regular basis;
- * Removes snow in the winter;
- * Calls Dig Safe;
- * Maintains flexibility to be on call 24 hours a day.

Marginal Functions

- * Operates loader, dozer, graders, and other types of heavy and light equipment used in road construction and maintenance;
- * Assists with preparation of time sheets;
- * Other related duties as deemed necessary or as assigned.

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Road Supervisor

Minimum Position Requirements

Experience: More than three years of road & bridge maintenance, construction, and supervisory experience required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.

Education: High school diploma or GED or equivalent combination of experience and/or training. Must possess a valid CDL Class A license.

Skills: Thorough knowledge of road & bridge construction materials, approved standards of safety and federal, state, and county building codes. Technical knowledge in the use and maintenance of equipment and determining amount of materials to be used for a specific job. The ability to interpret technical data, maps, construction plans, charts, and diagrams. The ability to accumulate and analyze information. The ability to lead and manage personnel. Assumes responsibility of the Road & Bridge Superintendent in his absence.

Problem Solving: Problem solving exists in this position. Problems include the maintenance of roads, personnel issues, adverse weather, equipment problems and public complaints.

Decision Making: Decision-making is a factor in this position. Decisions include assigning personnel and setting priorities on work.

Accountability: Employee is responsible for county resources and equipment and does have purchasing authority, but does not participate in the annual departmental budget process.

Supervision: Limited supervision is provided and job related decisions are occasionally reviewed by the Road & Bridge Superintendent. Employee has supervisory responsibility over subordinate personnel and performs appraisals of employees' performance.

Personal Relations: Frequent contact with other county departments and continual contact with the general public. Daily contact with county workers, subordinate personnel and occasional contact with County Commissioners and other department heads.

Working Conditions: Physical effort and manual labor are required in this position. Adverse weather conditions and working around heavy equipment are factors in this position.

Physical Requirements: Physical activity in lifting, bending, climbing, pushing while working at construction sites is required. Requires lifting and moving heavy objects. The ability to traverse over rough terrain. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.