

County of Humboldt Job Specification
ROAD MAINTENANCE SUPERVISOR
Classification 0204



DEFINITION

Under direction, plans, schedules, assigns, and reviews the work of a crew responsible for the construction, maintenance and repair of County roads or crusher operations; monitors and provides technical input for assigned public works maintenance, operations, and related projects and programs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Road Superintendent. Exercises immediate and general supervision over road maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Road Maintenance series that exercises independent judgment on diverse and specialized road maintenance, repair, and construction projects with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for organizing and overseeing day-to-day road maintenance operations, and are responsible for providing technical level support to the Road Superintendent in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Trains staff in work and safety procedures and in the operation and use of equipment, tools, and materials used in the maintenance, repair, and construction of roads and attached appurtenances; implements procedures and standards.
- Plans, schedules, assigns, supervises, reviews and evaluates the work of crews engaged in road maintenance and repair work or rock crusher operations work.
- Monitors operations and activities of the assigned work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff and implements improvements.
- Determines and recommends equipment, materials and staffing needs for assigned operations, projects, and programs; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Inspects job sites to determine work required, work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.

- Lays out and develops work plans for maintenance work projects; monitors and controls supplies and equipment; orders materials, supplies and tools as necessary; prepares documents for equipment and materials procurement.
- Supervises the use and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment.
- Provides technical assistance to crews in resolving difficult problems encountered.
- Prepares and maintains a variety of reports and records, including timecards, worksheets, accident reports, maintenance requests, etc.
- Answers questions and provides information to the public; investigates inquiries; recommends corrective actions to resolve issues.
- Recommends special work required or necessary equipment maintenance, reviews work upon completion.
- Ensures appropriate safety devices and equipment are being utilized; conducts safety meetings.
- Coordinates assigned services and activities with those of other divisions and outside agencies.
- Drives trucks and operates equipment; performs work as an on-site supervisor on major or difficult jobs.
- Responds to emergency situations as necessary.
- Performs other related duties as assigned.

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Techniques, materials, tools and equipment used in the maintenance, repair, and construction of roads.
- Operation, work methods and limitations of a wide variety of construction equipment and hand and power tools used in road repair, maintenance, and construction.
- Safe work methods and safety regulations pertaining to the work.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Principles and practices of recordkeeping and developing routine reports.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct assigned maintenance and operations activities.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Keep accurate records and statistics related to the work such as time and materials used, documentation on project status and completion, etc.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade

and

Two (2) years of experience as a crew leader in road maintenance and construction work which included the operation and maintenance of heavy construction equipment at a level equivalent to the County's classification of Road Maintenance Worker III.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California Class A driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

- Mobility to work in the field; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various County sites.
- Strength and stamina to perform medium to heavy physical work; to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to inspect and operate equipment.
- Fieldwork requiring frequent walking in operational areas to identify problems or hazards.
- Finger dexterity to operate and repair tools and equipment.
- Wear and use proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

- Employees work in an office environment and in the field; field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, chemicals, mechanical and/or hazardous physical substances and fumes, dust and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).
- This is a DOT (Department of Transportation) covered classification and is subject to random drug and/or alcohol screening.