



WORKING TITLE: ROAD DIVISION SUPERVISOR	CLASSIFICATION: ROAD DIVISION SUPERVISOR
DEPARTMENT: PUBLIC WORKS	DIVISION: PUBLIC WORKS
PAY RANGE: NBYCM 19	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9015
PPE: PER WORK LOCATION	REVISION DATE: JULY 2021

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Directs and participates in manual and semi-skilled work in maintenance and construction of County roads and bridges. Schedules and deploys personnel, equipment, and supplies used in various projects in a safe and efficient manner. Performs general road maintenance activities in all weather conditions.

SUPERVISION RECEIVED:

Works under general supervision of the Public Works Director or Road Division Manager.

SUPERVISION EXERCISED:

Supervises subordinate road workers and assigned projects, evaluates subordinate employees, and provides first level disciplinary supervisor duties in cooperation with the Public Works Director or, Fleet Manager, Road Division Manager, and/or any other Road Division Supervisor.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Performs all normal work activities of a heavy equipment operator, including motor grader, distributor, heave dozer, loader, and backhoe/excavator operation.
- Coordinates closely with employees, Fleet Manager, and Road Division Manager regarding scheduling, safety, training, and general efficiency of personnel, equipment, and materials for day-to-day operations.
- Coordinates activities of on-going road maintenance crews to ensure plans and schedules are completed on time and within budget.
- Reviews input from all crew members on methods for more effective and efficient ways to work and better deliver service to the County.
- Provides supervision of assigned crews on various maintenance and construction projects, ensuring all work is done in a safe and efficient manner.
- Inspects construction and maintenance zone signing and flagging, and directs movements, changes and/or additions to same to ensure maximum possible safety of public works and road crews.
- Ensures accurate and timely completion of any records required in tracking use of personnel, equipment, and materials.

- Attends and participates in staff meetings, providing input to allow management to increase operational effectiveness.
- Responds to questions, concerns, and complaints from the public.

JOB SPECIFICATION

KNOWLEDGE OF:

- Methods, materials, tools, and equipment used in road and bridge maintenance, repair, and construction.
- All road hazards and safety precautions necessary for safe operation of all road equipment.
- Principles and practices of organization and supervision.
- Safety laws, rules, and regulations.

SKILL IN:

- Performing heavy manual work under hazardous conditions.
- Communicating effectively, both orally and in writing with co-workers, supervisors, and members of the public.
- Organizing and managing employees and resources, including equipment, and materials.

ABILITY TO:

- Read blueprints in order to perform work to engineering specifications.
- Organize resources to perform assignments effectively and efficiently.
- Make sound decisions and delegate responsibility.
- Diplomatically analyze and resolve problems.
- Perform accurate skilled work from oral or written instructions with minimum supervision
- Maintain good physical condition, initiative, resourcefulness, dexterity, agility, and mechanical aptitude.
- Maintain a proven personal safety record
- Perform other duties as assigned
- Attend work as scheduled and/or required

MINIMUM EXPERIENCE AND TRAINING:

Three years' increasingly responsible experience in road construction, maintenance, and repair at a heavy equipment operator level, including experience operating highway motorized equipment, supervising and coordinating the work of others, and sufficient education to read, write legibly, and make arithmetic computations are required. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

Must possess a valid Oregon class A CDL with no driving class restrictions and the ability to obtain tanker endorsement within six months from date of hire.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's

license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works inside buildings and in outdoor areas and uses mechanical equipment as needed to perform duties with associated noise levels. Weather conditions may vary. The employee may encounter frequent interruptions throughout the workday.

The employee is regularly required to talk, listen and hear, frequently required to use repetitive hand motion, handle or feel, and to sit, stand, walk, reach, bend, regularly push, pull and lift up to 40 pounds and occasionally push, pull and lift up to 60 pounds. The incumbent will regularly use mechanical equipment typical of those used in the maintenance of buildings and landscape.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic or wild animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.