JOB DESCRIPTION

Date updated: 3-28-2023 Position Title: Road Supervisor

Department: Road & Bridge Department Report to: Commission

Primary Purpose:

The Road Supervisor is responsible to perform the duties of the County Road & Bridge Department, with a focus on the management and utilization of the road workers and equipment, to maintain the county road and bridge systems, as well as township roads under contract with the County. Road Supervisor is responsible for supervising staff, organizing and monitoring work flow. Perform all duties assigned by the Commission.

Duties:

* Oversee day to day operations of road workers.
* Maintains staff by recruiting, selecting, orienting and training employees; developing personal growth opportunities.
* Maintains work flow by monitoring steps of the process; setting processing variables; observing control points and equipment; monitoring personnel and resources.
* Manage workflow by assigning tasks to employees daily, ensuring that deadlines are met and work is completed correctly.
* Generate memos, emails and reports when appropriate.
* Provide assistance to road workers on proper operation and technique of county equipment.
* Oversee preventative maintenance of county equipment.
* Schedule all service maintenance with vendors.
* Order parts and filters.
* Responsible for safety of the staff and operations.
* Manage daily schedule and track the progress
* Maintain timekeeping and approve work hours.
* Helping to resolve employee issues and disputes.
* Creating and managing team schedules and reporting to management.
* Receive and track employee and customer complaints and resolve problems.
* Manage shop work, parts and tools.
* Manage road projects being performed by road workers and foreman.
* Check county roads and take the necessary actions to address and deficiencies or problems.
* Check blade routes and adjust frequency of maintenance to offset traffic usage.
* Perform evaluations of road workers and identify areas for improvement including additional training.
* Attend meetings, trainings and/or conventions as directed and authorized by the Commission.
* Keep Commission informed of any challenging personnel, equipment and road related issues where current or future problems may arise.
* May be called into work during off-hours due to extreme weather/climate conditions or other emergencies. Occasional travel outside of the County required.
* Prepare and execute departmental budget.

The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the Commission.

Qualifications:

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

Minimum of a 2-year Associate’s degree and/or three years related experience in high level administrative support duties that included participation in the development or modification of major projects or procedures is desired. Minimum of five years road maintenance experience and three years supervisory experience is required. Work experience must reflect and ability to conduct research, provide analysis and interpretation of information and prepare formal reports as well as indicate a thorough understanding of the profession of road and bridge construction and maintenance.

Computer Skills

Ability to operate word processing, spreadsheet and email software.

Certificate and Licenses

Class C Driver’s License

CDL License within a year of employment

Work Environment:

The work environment while performing the duties of this job varies widely; the characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work includes an office setting, a shop setting (including exposure to work near moving mechanical parts) and extreme outdoor weather conditions. The noise level in the work environment varies from quiet to moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to grip, handle or feel and talk or hear. The employee if frequently required to reach with hands and arms and climb or balance. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

*This job description is not intended to be a complete list of duties, skill, responsibilities or working conditions associated with the job. It is intended to be a reasonable outline of those principal job elements essential in meeting the performance standards of this position.*