

ROAD MAINTENANCE SUPERVISOR

County of Calaveras

Range 5xx / Non-Exempt

Established: June 2019

DEFINITION:

Under direction, to plan, organize and supervise the work of road maintenance crews; participate in project and annual work planning, and provide and account for materials, equipment and supplies; to participate in the work of the unit as needed; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a supervisory level of classification in the road maintenance series, with direct responsibility for a road maintenance crew. Incumbents in this class are assigned to supervise crews in road maintenance, drainage, bridge maintenance, vegetation removal, or special projects. Incumbents in this class also participate in the work of the unit. This classification is distinguished from Road Superintendent which is a management level class with greater delegated authority for multiple road crews, and has broader functional responsibilities.

EXAMPLES OF DUTIES:

- Plans, organizes and supervises the work of a road maintenance crew responsible for road maintenance, drainage, bridge maintenance, vegetation removal, snow removal and/or special projects.
- Answers and responds to public service requests, and after hour emergency call outs.
- Trains employees in work procedures, standards and safety practices, and reviews work in progress or upon completion for compliance with standards; conducts staff and safety meetings.
- Interviews and participates in selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action.
- Inspects field conditions, reviews maintenance and capital improvement needs for assigned area of responsibility, and provides input to long and short term planning for road, bridge, drainage and vegetation removal work.
- Estimates daily requirements for labor, equipment and materials for projects, and monitors activities to stay within assigned budget.
- Coordinates with utilities, equipment maintenance shop, contract services, and other County departments regarding assigned road maintenance activities; serves as a witness in legal suits against the County related to roads.

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- Prepares and maintains and variety of records and reports related to road maintenance activities.

SPECIAL REQUIREMENTS:

Possession of a Class A California driver's license issued by the State Department of Motor Vehicles.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and practices of road maintenance, drainage maintenance, wooden, concrete and steel bridge maintenance, and related areas; methods, materials, tools and equipment used in road maintenance, including operation and operator maintenance of heavy equipment; principles and practices of supervision including work planning, direction, and basic personnel practices; applicable laws, codes, regulations and standards governing road, bridge and related maintenance; safety and safe working practices for road maintenance work.

Skill and Ability to:

Plan, organize, schedule, assign and review the work of a road maintenance crew; select, train, instruct, appraise, counsel, and motivate assigned staff; maintain records and prepare reports and correspondence pertaining to the work of the group; operate heavy and light road construction and related equipment and perform operator maintenance; operate hand and power tools; review and inspect roads, bridges, and drainage facilities for safety and to plan required work; exercise sound independent judgment within procedural guidelines; and establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION, TRAINING AND EXPERIENCE:

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:

Graduation from high school or equivalent GED and two years of experience performing road maintenance work at a level similar to Senior Road Maintenance Worker or Road Maintenance Worker III at the County of Calaveras.

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PHYSICAL DEMANDS AND WORKING CONDITIONS:

PHYSICAL DEMANDS: Mobility to transverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling; color vision to inspect electrical wiring; hearing and speech to communicate in person and by telephone; smell to detect gas or sewage leaks; touch to determine hot or cold water fixtures; manual dexterity to grasp tools and electrical devices; ability to lift and carry items weighing up to 100 pounds for distances up to 100 feet and to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio; exposure to weather extremes; some exposure to grease, oil and various chemicals. Contact with staff and the public.

WORKING CONDITIONS: Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures

OTHER REQUIREMENTS:

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.