



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Road Maintenance Supervisor	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Road	<b>GRADE:</b>	M2
<b>REPORTS TO:</b>	Road Department Director	<b>DATE:</b>	10/06/2016

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### **SUMMARY OF JOB PURPOSE:**

Responsible for assisting with the planning, organization and direction of all activities and staff related to the County's Road construction and maintenance operations in order to maintain and keep the County roads safe for the public.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) 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.*

- Supervises and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Implements goals, objectives, policies, procedures and work standards for the division; assists with the management of the division's budget.
- Supervises a variety of road, right-of way and drainage and flood control programs, such as the pavement management program, curb, gutter and sidewalk maintenance program, street sweeping program, Road Grading program, snow and ice control program and subterranean drainage.
- Schedules construction and maintenance activities, oversees and evaluates work in progress and ensures that all activities meet specifications, codes and regulations.
- Resolves questions and complaints from the public; provides information regarding projects, construction or repair schedules and departmental activities.
- Assists in the identification of capital contract project needs and capital equipment needs, budgets appropriately; assists with supervision of construction programs and projects.
- Maintains liaison and directs coordination with other County departments, various utility, governmental agency and County departmental staff; ensures that all codes and regulations are met in assigned projects.
- Assists with the supervision of contracts with and confers with construction contractors and County staff; schedules projects; provides technical oversight, inspects work in progress and ensures that all work complies with contract specifications and applicable codes and standards.
- Directs the maintenance of accurate records and files and prepares a variety of periodic and special reports and correspondence.
- Performs duties of Road maintenance staff as required.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## ROAD MAINTENANCE SUPERVISOR

### ESSENTIAL FUNCTIONS: (continued)

- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

### QUALIFICATIONS:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### Education and Experience:

High School diploma/GED; AND four (4) years of progressively responsible road maintenance and construction experience, including experience maintaining the types of roads and road surfaces found in Lyon County; OR an equivalent combination of education, training and experience.

### Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- County, state, and federal laws, statutes, ordinances related to public works infrastructure construction and maintenance activities.
- Statistical analysis and mathematical concepts.
- Computer applications related to the work.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of accounting, budget development, and administration.
- Standard office practices and procedures, including records management.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.



## ROAD MAINTENANCE SUPERVISOR

### Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Operating vehicles and equipment related to all activities.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Reading and interpreting maps, plans diagrams, blueprints and specifications.
- Preparing and interpreting a variety of documents, including contract specifications, sketches, diagrams and written reports and correspondence.
- Using initiative and independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Class A Driver's License with tanker endorsement.
- OSHA 30 certification.
- Flagging certification.



## ROAD MAINTENANCE SUPERVISOR

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

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

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; sitting in vehicles operating on rough roads and on rough surfaces for long periods; walking on uneven and slippery surfaces for brief periods; repetitive motions including use of controls with hands and feet; climbing up steps and ladders to enter vehicles and to inspect vehicles; reaching to adjust and make minor repairs to equipment; use of both legs to operate controls on equipment and vehicles; manual dexterity to operate controls on equipment; strength to occasionally lift and carry containers and parts for equipment weighing in excess of 50 pounds; visual acuity sufficient to operate equipment in a variety of lighting conditions, including bright light, low light, and low visibility conditions; depth perception sufficient to maneuver equipment and to determine position of equipment components; and ability to hear changes in operation of motors and other equipment; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone.

Work is subject to performance at both indoor and outside environments; outside work occurs on a frequent basis and requires exposure to dust, fumes, or high noise levels and extreme weather conditions, and frequent travel.