

# Owyhee County

## Road and Bridge Supervisor

### Class Primary Summary

The primary function of an employee in this class is to support the Board of Commissioners with the implementation of annual and multi-year work strategies. The Road and Bridge Supervisor coordinates, leads and assists mid-managers and crews engaged in road and bridge construction. Crews consist of skilled and semi-skilled workers using a variety of vehicles and equipment. The Supervisor is required to communicate regularly with the Commissioners, mid-managers and crews regarding project priorities, schedules and completion of construction and maintenance in District I. The position has considerable latitude of the exercise of independent judgment and initiative within established guidelines. The principal duties of this class are performed in an office and field environment and may include working in adverse weather conditions, hazards involving the use of heavy equipment and power tools, and working outside normal work hours as required.

### Essential Duties and Responsibility

- Meets weekly to report to and receive direction from the Board of Commissioners
- Leads and assists crews in performing work associated with Road and Bridge construction and maintenance projects:
  1. Leads mid-managers and crews engaged in building and maintenance of roads, bridges and all associated work
  2. Coordinates crews to accomplish objectives in an efficient and cost-effective manner
  3. Corrects minor problems of policy infractions and provides a written report to the Commissioners, including adding write-ups to an employee's file as needed
  4. Reports major problems, policy and safety violations to the Commissioners as soon as possible for direction or disciplinary action, including adding write-ups to an employee's file as needed
  5. Orients new field employees on the job and arranges for on-the-job training
  6. Plans for, and advises the Commissioners of, equipment and supplies needed for work projects
  7. Oversees and/or operates a variety of equipment and software as needed on the job
  8. Inspects completed work to assure compliance with goals set by the Commissioners
  9. Manually inspects and evaluates pavement conditions annually using County prescribed pavement condition rating criteria

10. Plans with the Commissioners, County Engineer and staff to create and schedule upcoming projects from the Capital Improvement Plan
11. Creates and maintains current records of all construction and maintenance as prescribed by the County's computer and file procedures

Plans and work with Commissioners to develop annual Road and Bridge Budget.

- Monitors safe operation and ensures proper maintenance of equipment
  1. Observes crew members to assure that proper safety rules and procedures are applied
  2. Observes and reviews regular preventative maintenance program with Commissioners and shop foreman on all equipment
  3. Participates in and monitors employee safety meeting and programs
- Communicates regularly with the Commissioners, mid-managers and County staff regarding projects
  1. Maintains a leadership style that is open and fluid, that empowers staff through active communication and delegation, and that ensures Road and Bridge employees accountability for excellence through clearly defined goals
  2. Works with the Commissioners to develop County work standards, procedures, plans, policies and projects that conform to County goals and guidelines
  3. Discusses priorities, plans and progress of ongoing projects with County employees and the public
  4. Provides weekly project updates to the Commissioners
- Responds to and resolves public complaints, inquires, information requests, ad suggestions
- Investigates accidents and damage claims involving department projects, equipment, and/or employees
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices

### **Other Duties and responsibilities**

- Responds after hours as needed
- Performs other related duties as required

### **Competency Requirements**

Knowledge of:

- Methods, materials, procedures, and standard practices used in the construction and maintenance of roads and bridges
- Functions and operation of various types of heavy and light equipment and trucks
- Rock crushing procedures and pit management, gravel inventories and related items

- Operation of diesel engines
- Equipment maintenance requirements
- Employee supervision and training methods
- Operation of a personal computer and job-related software
- Occupational hazards and safety practices and County policies associated with road and bridge construction and maintenance and related equipment and tools

Ability to:

- Read and interpret construction plans, specifications and layouts
- Understand and follow oral and/or written complex policies, procedures and instructions
- Plan, lead, supervise, assign and coordinate the work of subordinate personnel engaged in construction and maintenance activities
- Make accurate estimates of time and materials needed for projects
- Give directions and gain compliance from a crew of workers
- Operate a wide variety of heavy equipment including but not limited to, dump trucks, graders, loaders, rollers, snow plowing and sanding, and related equipment as required
- Operate a personal computer including software applications appropriate to assigned duties
- Prepare and present oral and written reports
- Compile pertinent data and prepare clear, concise, and accurate reports
- Communicate effectively, both orally and written
- Establish and maintain effective working relationships with the Board of Commissioners, engineers, designers, contractor, developers, BLM, subordinate employees, other County employees, local elected and appointed officials, and the public
- Respond to citizen requests in a courteous and effective manner
- Make sound and reasonable decisions in accordance with laws, codes, regulations, and established procedures
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure time-sensitive deadlines
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner
- Perform time management and scheduling functions, meet deadlines, and set project priorities
- Demonstrate integrity, ingenuity, and innovation in the performance of assigned tasks

**Acceptable Experience and Training**

- High school diploma, vocational school diploma or GED
- Four years' experience in road construction and maintenance

- Previous supervisory experience
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

### **Special Qualification**

- Valid Idaho Class A CDL driver's license is required
- Flagger/traffic control certification

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and alarm and warning systems, including backup alarms, communicate effectively with other employees and the public and prepare and present accurate and comprehensive reports
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to operate a vehicle and heavy equipment, comprehend written work instructions and work orders, and engineering blueprints and diagrams
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a personal computer, motor vehicles, including heavy equipment, and operate a variety of power tools and make adjustments to equipment
- Sufficient strength to lift and carry objects up to 50 pounds and occasionally lift and/or move objects up to 100 pounds with assistance
- Sufficient personal mobility, flexibility, stamina, agility, strength and physical reflexes, with or without reasonable accommodation, to perform maintenance and repair operations that require bending, stooping, kneeling, stretching, and other physical exertions in an office outdoor environment, including extremes of heat and cold