

DEPARTMENT: CASSIA COUNTY BOARD OF COMMISSIONERS
DIVISION: COUNTY ROAD AND BRIDGE
JOB TITLE: ROAD SUPERVISOR
LAST UPDATED: JULY 2022
FLSA STATUS: NON-EXEMPT

JOB SUMMARY

Performs a variety of managerial, administrative and supervisory duties and tasks related to planning, organizing, directing, coordinating and operating resources, equipment and labor to accomplish the maintenance, improvement and construction of Cassia County Road and Bridge Department's roads, bridges, culverts and flood channels. Directs fleet operations. Assures compliance with various federal, state and local agency regulations related to general operations and to environmental land management.

NATURE AND SCOPE:

Works under the general guidance and direction of the Board of Cassia County Commissioners. Provides general supervision to road crews consisting of road technicians, equipment operators and truck drivers, and laborers. This is a full-time position.

MINIMUM JOB PREREQUISITES AND SKILLS:

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, skills, and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

1. Graduation from High School; and five (5) years' experience in general road and bridge construction and maintenance experience, with at least two (2) years' experience in a supervisory capacity.
2. Must possess a valid class "A" Idaho Commercial Driver's License.
3. Establish and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, employees, vendors and the general public.
4. Knowledge and demonstrated ability to develop a budget.
5. Considerable working knowledge of blueprints, engineer drawings, grades, machinery and methods on constructing roads, bridges, drainage systems, culverts, etc.

6. Ability to communicate effectively verbally and in writing; plan, organize and direct affairs and operation of County Road and Bridge Department in a variety of construction and maintenance projects related to road and bridge systems.
7. Working knowledge of the principles and techniques of heavy mechanized equipment operations.
8. Working knowledge of hazards and safety standards common in medium and heavy equipment operation and maintenance and repair of such equipment.
9. Skill in maintenance and operation of medium and heavy equipment and ability to operate such equipment.
10. Working knowledge of safety standards related to road and bridge maintenance and construction.
11. Ability to perform strenuous labor for extended periods of time under varying conditions.
12. Knowledge of basic welding and metals fabrication.

ESSENTIAL JOB FUNCTIONS:

1. Perform variety of physical activities, involving muscular strain, such as walking, standing, stooping, sitting, lifting and reaching.
2. Reaching, talking, and hearing in person and by telephone.
3. Hearing and seeing required for completion of essential functions.
4. Common eye, hand, finger, leg and foot dexterity required to operate heavy equipment, trucks and other equipment common to road maintenance and construction.
5. Constant travel in equipment required.
6. Ability to work in severe weather conditions, and at any time of day or night during any day of the week.
7. Ability to effectively use office equipment such as computers, laptops, I-Pads, or smartphones to conduct administrative work of Road Department.
8. Ability to work in budgeting, grant applications and administration, and inventory and use of resources, along with operation of computer programs for these areas.
9. Ability to plan projects, including estimating costs, budgeting of labor, resources and equipment to finish projects.
10. Ability to be organized and self-motivating, and to prioritize workload in order to meet deadlines.
11. Supervises staff for road and bridge department- interviews and recommends for hire, trains, schedules, and reviews staff members to achieve maximum efficiency in operations.

SPECIFIC DUTIES:

The following duties are customary to this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

1. Operate various types of heavy equipment as needed to assist in completion of projects such as road graders, transport equipment, dump truck, roller, 10-wheelers, chip spreader, sander, crusher, backhoe, excavator, compactor, dozer, loader, etc.
2. Be fully qualified to operate a road grader in the performance of finish quality road construction and maintenance. Oversee gravel resurfacing and grading of approximately 93 miles of gravel roads.
3. Assist in maintaining approximately 16 miles of paved roadway, pursuant to agreement with State of Idaho (Spur 77 Highway).
4. Perform general maintenance and repair of grader and blades.
5. Maintain culverts, bridges and cattle guards.
6. Maintain statutory road rights-of-way on gravel roads and secondary paved roads.
7. Utilize general mechanic skills related to welding and parts fabrication, fuel systems, ignition systems, brake systems, hydraulics, etc.
8. Keep equipment secure from theft and vandalism.
9. Make sure all vehicles are properly licensed and have forms necessary for proof of insurance.
10. Perform seasonal maintenance projects; clear barrow pits, grade road surface and prepare for gravel applications, spread gravel and surfacing materials, storage and application of magnesium chloride, perform winter snow removal, perform shoulder maintenance.
11. Winterize equipment in early fall.
12. Perform daily preventive maintenance and routine repair procedures.
13. Perform routine vehicle safety inspections.
14. Maintain gravel pits.
15. Perform various skilled and semi-skilled duties related to road and bridge projects.
16. Assist with concrete projects.
17. Replace damaged or missing road signs. Erect new signs where needed. Keep updated sign inventory.
18. Establish and follow annual budget for the operation for the County Road and Bridge Department for purchasing supplies and equipment and for hiring contracted work.
19. Prepare state and federal forms and reports.
20. Oversee employees and volunteers in all aspects of employment and operations.

21. Contain and dispose of all waste oils, fluids, batteries and other hazardous materials in accordance with EPA specifications.
22. Monitor and order supplies.
23. Other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with others.
2. Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, technical documents, and to review maps, diagrams, and other documents.
3. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard and heavy equipment associated with road and bridge maintenance and construction.
4. Sufficient body mobility, flexibility, and balance to work in a repair shop and in an outdoor environment, which involves, sitting and standing for long periods of time, as well as crawling on the ground, under and around equipment, for intermittent periods of time.
5. The noise level is moderate to loud.
6. Will involve possible interaction with individuals in a variety of settings, including sometimes in difficult and adversarial circumstances.

The above is intended to describe the general content of, and requirements for, the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.