

WASHINGTON COUNTY
Job Description

JOB TITLE: Shop Supervisor

Exempt (Y/N): Yes

DEPARTMENT: Road Department

DATE PREPARED: March 2008

SUPERVISOR: Assistant County Road Superintendent

SUMMARY:

Under the general supervision of the Assistant County Road Superintendent and Road Superintendent, the incumbent is to provide supervision to the maintenance shop. Each supervisor is responsible for their respective area and must ensure that the County Road Department has adequate materials on-hand for the maintenance of County roads, responsible for equipment necessary to complete various jobs, ensure proper completion of each project, and maintain an accurate inventory of all materials. The incumbents is responsible for the supervision of employees and work crews to ensure efficient and accurate completion of all projects in a timely and safe manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Acknowledge machinery breakdowns by telephone; two-way radio, or in person. Maintain accurate log of problems. Communicate with Assistant Road Superintendent and Road Superintendent to Establish priorities and schedule repair work.
2. Dispatch various employees to repair machinery in the field and/or assign tasks at the shop to satisfy repair of machinery.
3. Make quick decision in emergency situations where machinery has broken down, wrecked, or otherwise created a dangerous situation.
4. Locate parts and supplies required for breakdowns or to replenish inventory. Issue purchase orders, obtain parts and supplies from vendors.
5. Prepare work orders for various equipment and machinery. List parts and labor time on each job requiring shop work. Maintain accurate files on various jobs, parts used, labor required, etc.
6. Ensure that all purchase orders are accurately completed and parts and supplies are obtained at minimum cost to the County, while not sacrificing quality.
7. Perform routine and preventative maintenance on all equipment. This equipment is very diversified and requires extensive expertise and knowledge of mechanics, hydraulics, transmissions, crushers, and overall workings of a wide variety of machinery from many companies or sources.
8. Ensure that all workers are properly supervised and are given proper direction in the performance of their duties. Assign employees to specific tasks in the best interest of the road department and the County.

9. Ensure that all work is performed in an efficient manner for the construction, improvement, or maintenance of County roads.
10. Ensure that all operations are performed in a safe manner to guard against accidents to fellow employees and the public at large.
11. Handle all emergency situations and repairs in a safe and efficient manner.
12. Ensure that an adequate inventory of tools, parts, and supplies are on hand for continuity of road department operations.
13. Ensure that accurate maintenance records are maintained for the shop and field maintenance work.
14. Perform all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
15. Regular attendance is required.
16. Employee is required to have a county credit card. Employee's average monthly credit card activity is around \$25,000 to \$35,000.
17. During may be required during inclement weather and emergency situations.

SUPERVISORY RESPONSIBILITIES:

Each Supervisor directly supervises a moderate size group (8-15) of full-time employees. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. The supervisor will be on call after normal business hours for emergency situations.

QUALIFICATION REQUIREMENTS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or general education degree (GED); eight (8) years previous experience in construction, operation and maintenance of heavy machinery;

OTHER SKILLS and ABILITIES:

The incumbents must possess considerable knowledge and/or experience in the repair of all types of machinery and vehicles used by the Road Department. The incumbents must possess knowledge of machine operations used on the projects, general road maintenance knowledge, and accurate record keeping ability for project tracking. The incumbent must possess knowledge of welding knowledge; parts identification and installation. The incumbent must be able to

operate cranes, dozers, backhoes, graders, brush hogs, and dump trucks in order to fulfill the requirements for this position. The incumbents must possess effective supervisory ability. Must be able to communicate effectively with coworkers and supervisors, the public and utility companies for certain projects. The incumbents are required to use a calculator and two-way radio. Use of a computer on average is 2 to 4 hours per day.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to walk, use hands to finger, handle, or feel objects, or controls; and talk or hear. The employee may frequently be required to stoop, kneel, or crouch, climb, balance, and reach with hands and arms. Safety is a prime concern in all aspects of this position.

The employee must occasionally lift and/or move heavy loads and perform manual labor.

Specific vision abilities required by this job include the ability to adjust focus, distance vision, peripheral vision, color vision, and close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under adverse weather conditions and has to contend with dirt, dust, fumes, noise, oily conditions, and temperature extremes.

The noise level in the work environment for all employees is usually moderate.