

WASHINGTON COUNTY
Job Description

JOB TITLE: Sign, Tile, and Paving Supervisor

Exempt (Y/N): Yes

DEPARTMENT: Road Department

DATE PREPARED: October 2012

SUPERVISOR: County Road Superintendent

SUMMARY:

Under the general supervision of the county Road Superintendent or Assistant Road Superintendent, the incumbents are to provide supervision to various areas of the Road Department, such as the blacktop, tile, sign maintenance and paving. The 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 are 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. Share responsibility for proper construction and application of approximately \$300,000 annually of asphalt.
2. Share responsibility for ensuring that asphalt is laid to AHTD standards and specification
3. Assist in the proper repairs to existing paved roads to prevent deterioration of county roads.
4. Respond to and resolve problems from District Supervisors and citizen complaints dealing with drainage and paving problems according to the Road Department's policies and specifications.
5. Under the general supervision of the Superintendent or Assistant Superintendent, plan a time and method for paving, making decisions that could affect public and work output of other employees.
6. Ensure that all roads are paved properly to avoid costly errors in applications and possible embarrassment to County
7. Calculate tonnage and gallons of asphalt to order.
8. Ensure traffic safety: Including flagging, pilot vehicles and other means to ensure safety of personnel and driving public.
9. Work right-of-ways, including measuring and staking for road improvement projects.

10. Frequent contact with public regarding driveways when new construction or improvement are made to ensure that the proper tiles are obtained and installed for adequate drainage.
11. Investigate all public complaints concerning driveways and drainage and attempt to resolve the complaint in a timely and professional manner.
12. Access the proper tile, obtain payment for the tile, deliver tile, and install tile through operating trucks, tractors, loaders, forklifts, and rollers.
13. Clean ditches as directed.
14. Ensure that all tile is properly installed and that all ditches are cleaned to provide proper drainage.
15. Repair tiles already by roads or driveways.
16. Keep accurate records of tiles, complaints, installations, and other necessary records as required by the County.
17. Responsible for the sale and collection of approximately \$40,000 in tile sales.
18. Compute drainage needed to determine size of drainage structure needed.
19. Perform routine and preventative maintenance on all equipment. This equipment is very diversified and requires extensive expertise and knowledge of mechanics, hydraulics, transmissions, and overall workings of a wide variety of machinery from many companies or sources.
20. 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.
21. Ensure that all work is performed in an efficient manner for the construction, improvement, or maintenance of County roads.
22. Ensure that all operations are performed in a safe manner to guard against accidents to fellow employees and the public at large.
23. Handle all emergency situations and repairs in a safe and efficient manner.
24. Ensure that an adequate inventory of tools, parts, and supplies are on hand for continuity of road department operations.
25. Ensure that accurate maintenance records are maintained for the shop and field maintenance work.
26. Perform all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.

27. Attendance may be required during inclement weather and emergency situation.
28. Regular attendance is required.

SUPERVISORY RESPONSIBILITIES:

Each Supervisor directly supervises a moderate size group (8-12) of full-time employees. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Each 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; Commercial Drivers License is also required.

OTHER SKILLS and ABILITIES:

The incumbents must possess considerable knowledge and/or experience in the repair of all types of machinery 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. Dependent upon area of assignment, the incumbent must possess knowledge of survey work, bridge design, and general layout of bridges; knowledge in the proper handling and use of dynamite; 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, two-way radio, and occasionally a computer.

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 employee assigned to the quarry operation is at risk when explosives are being used. The employee assigned to bridgework is subjected to a danger factor as work may be performed above and below ground.

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