

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ROADS SUPERVISOR
CLASS CODE: 7023

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 10/10/2016 (Revised 6/21/2010 version)
DEPARTMENT: PUBLIC WORKS

JOB SUMMARY

Under the general direction of the Roads Division Manager, supervises the activities of County road crews.

ESSENTIAL DUTIES

Supervises the daily activities of crew members including scheduling, assigning, and monitoring work.
Prepares and conducts performance appraisals.
Determines the amount of materials, equipment, and labor force needed to complete projects.
Oversees and conducts training on an individual and group basis.
Meets with contractors, government agencies, and the public to schedule projects and resolve concerns.
Monitors safety standards and use of safety equipment.
Performs nightly road inspections during winter months.
Supervises construction, maintenance, inspection, and snow removal for County roads, bridges, culverts, gutters, sidewalks, fences, and other facilities.
Prepares and conducts a monthly safety class for division employees.
Operates heavy equipment as needed.
Acts as Roads Division Manager in the absence of the Roads Division Manager.
Responds to emergency situations on an on-call basis as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable Knowledge of: safety inspection practices and procedures; road construction methods.

Basic Knowledge of: mechanical applications.

Skill in: reading, writing, and basic math; problem solving; reading blueprints; operating road construction and heavy equipment.

Ability to: maintain cooperative relationships with those contacted in the course of work activities.
communicate effectively verbally and in writing; organize tasks efficiently; maintain files, records, and reports.

PHYSICAL DEMANDS

Regularly: walks, stands, or stoops; lifts or otherwise moves objects weighing up to 60 pounds; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail; distinguishes between shades of color; communicates via radios.

Occasionally: ascends or descends ladders, scaffolding, ramps, poles, and the like.

WORKING CONDITIONS

Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work regularly exposes incumbent to loud noise and to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. Work regularly exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work requires the use of protective devices such as masks, goggles,

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and gloves. Work occasionally exposes incumbent to unknown, dangerous, and/or life-threatening conditions. Work requires incumbent to respond to emergency situations on an on-call basis as assigned.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and five (5) years of heavy equipment operation work experience in general road construction. Preference may be given to applicants with lead or supervisory experience.

LICENSING AND CERTIFICATION

Applicant must possess a valid commercial driver's license with AT endorsements and obtain a valid State of Utah Commercial Driver's License with AT endorsements within 60 days of employment. Incumbent must obtain, and thereafter maintain, certification as a Fork Lift Operator and state certification as a Flagger during the probationary period for new hires or during the trial period for promoted County employees.

This description 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.