



Roads Supervisor

Job Description

Department: Public Works
Position: Career Service
Grade: 723
Supervisory: Supervisor
Reports to: Division Manager – Roads

Summary

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

Essential Functions

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

1. Supervise the daily activities of crew members including scheduling, assigning, and monitoring work.
2. Prepare and conduct performance appraisals.
3. Determine the amount of materials, equipment, and labor force needed to complete projects.
4. Oversee and conduct training on an individual and group basis.
5. Meet with contractors, government agencies, and the public to schedule projects and resolve concerns.
6. Monitor safety standards and use of safety equipment.
7. Perform nightly road inspections during winter months.
8. Supervise construction, maintenance, inspection, and snow removal for County roads, bridges, culverts, gutters, sidewalks, fences, and other facilities.
9. Prepare and conduct a monthly safety class for division employees.
10. Operate heavy equipment as needed.
11. Act as Roads Division Manager in the absence of the Roads Division Manager.
12. Respond to emergency situations on an on-call basis as assigned.

Knowledge, Skills, and Abilities

- Knowledge of safety inspection practices and procedures
- Knowledge of road construction methods
- Knowledge of mechanical applications
- Skilled in reading, writing, and basic math
- Skilled in problem solving
- Skilled in reading blueprints
- Skilled in operating road construction and heavy equipment

For Office Use Only

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Job Title: Roads Supervisor
FLSA: Non-Exempt
Effective Date: 6/27/2022
Public Safety: No

Worker's Compensation: Roads
Background Level: I
Safety Sensitive: Yes
DOT: Yes
ML: Supervisor

- Ability to maintain cooperative relationships with those contacted during work activities
- Ability to communicate effectively verbally and in writing
- Ability to organize tasks efficiently
- Ability to maintain files, records, and reports

Supervisory Responsibility

This position has direct supervisory responsibility.

Work Environment

This job is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This position exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, poor ventilation, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate to loud.

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is required to lift supplies or equipment up to 60 pounds. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type and file.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Evening and weekend work, long or unusual hours including at night, may be required as job duties demand.

Required Education and Experience

1. High school diploma or equivalent
2. Five (5) years of heavy equipment operation work experience in general road construction

Preferred Education and Experience

1. Preference may be given to applicants with lead or supervisory experience

Additional Eligibility Qualifications

1. Applicants must possess a valid State of Utah Class A Commercial Driver's License with N and T endorsements. Some positions may be required to obtain an X endorsement

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2. Selected applicants must obtain Forklift Operator certification during the probation or trial period
3. Selected applicants must obtain State of Utah Flagger certification during the probation or trial period
4. Selected applicants are subject to, and must pass, a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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