

Highway Maintenance Supervisor

Dept/Div: Highway

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult skilled technical work supervising work crews in the maintenance and repair of County roads, bridges and equipment, and related work as apparent or assigned. Work is performed under the general direction of the County Engineer. Divisional supervision is exercised over all personnel within the division.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

- Supervise personnel in the construction, repair and maintenance of County roads and right-of-ways; assign personnel to daily work activities;
- Inspect and monitor road conditions; call out crews for snow plowing and sanding based on weather conditions
- Evaluates potential hazards to County highway maintenance personnel; ensure that highway maintenance crews comply with federal, state and County policies; ensure personnel follow safety rules and wear protective equipment; manage first report of injury and accident reports
- Verify daily time cards are accurate; grant or deny requests for leave
- Ensure that tools, materials and equipment are available for the maintenance, repair and construction of County roads
- Monitor equipment usage and maintenance; wash, clean, grease and make minor repairs
- Work directly with outside vendors and contractor for quotes and purchase of equipment
- Respond to Sheriff's calls for road hazards and emergencies 24/7

Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of equipment manuals, policy and procedure manuals; thorough knowledge of vehicle maintenance reports, attendance records and time sheets; thorough knowledge of maintenance manuals, engineering drawings, maps; thorough knowledge of record keeping, time cards, inventory; thorough ability to operate standard office equipment, dump/plow trucks, skid steer, laser level, motor grader, front end loader, wood chipper, four-wheel drive truck, small engine equipment; some knowledge of standard office software; ability to make arithmetic computations; knowledge of governmental accounting practices; ability to resolve disputes.

Education and Experience

High school diploma or GED and considerable experience with highway/bridge maintenance, supervision, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and

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observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts and exposure to fumes or airborne particles; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Gopher One Call Training

Valid commercial driver's license.