

## **ROAD OPERATIONS SUPERVISOR**

### **DEFINITION**

Under general direction, to organize, supervise, and coordinate the operations, activities, and staff involved in the maintenance and construction of County roads, including snow removal activities and functions; to schedule jobs, assign job staffing, and ensure proper progress and completion of jobs; to assist the Assistant Director of Public Works, Operations and Maintenance, with planning and budgeting; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position supervisory classification. The incumbent serves as first-line supervisor for the work and projects of road maintenance and construction and snow removal, supervising the operations, activities, and staff of the Road Operations and Maintenance Division of the Public Works Department. Responsibilities include staff supervision, job assignment, scheduling, and being reasonably available on the list of people to be called when problems occur outside of normal work hours.

### **REPORTS TO**

Assistant Director of Public Works, Operations and Maintenance.

### **CLASSIFICATIONS SUPERVISED**

Public Works Maintenance Supervisor; Public Works Maintenance Worker I, II, III.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)***

Schedules, supervises, and assigns staff to the operations, maintenance, repair, and County roads and associated facilities; supervises snow removal activities; oversees and ensures proper completion of projects and job assignments; assists the Assistant Director of Public Works, Operations and Maintenance, with project planning and the development and control of the budget; participates in the selection of staff; counsels employees and works to correct deficiencies; makes road inspections to determine maintenance and repair requirements; inspects work in progress for timely completion and identification of project problems; evaluates job site operations and activities, recommending improvements; ensures that staff carries out the goals, objectives, and policies of the Road Operations Division and the Public Works Department; performs a variety of recordkeeping and assists with the development of requisite reports; requisitions needed materials, equipment, and supplies for performance of job assignments and projects; implements work safety requirements and conducts safety training; establishes preventive maintenance programs; responds to questions and provides information regarding assigned areas of responsibility; investigates complaints and recommends corrective action; participates in the development and administration of the County road projects; operates various road maintenance and snow removal equipment, as needed.

## **ROAD OPERATIONS SUPERVISOR - 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain and on slippery surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 lbs.; performs sustained physical work; uses hand tools and power equipment; operates heavy and snow removal equipment; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; operate an automobile.

### **TYPICAL WORKING CONDITIONS**

Work is often performed in an outdoor environments; work is performed in varying temperatures; exposure to dust, chemicals, pesticides, smoke, gases, fumes, greases, and solvents; continuous contact with other staff and regular contact with the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, methods, and practices pertaining to the maintenance, repair, and construction of roads and associated facilities.
- Principles and practices of snow removal.
- Principles and techniques of training and supervision.
- Recordkeeping and reporting procedures.
- Safety requirements, occupational hazards and standard safety precautions.
- Operation and maintenance requirements of heavy equipment, including State and federal inspection programs.
- Equipment, materials, and methods used in the maintenance, construction, and repair of roads and associated facilities.
- Principles and methods of preventive maintenance programs.

#### **Ability to:**

- Supervise, train, and evaluate the work of assigned staff.
- Inspect County roads and associated facilities for needed operation requirements and maintenance needs.
- Identify needs and recognize problems regarding road and associated facility maintenance and repair and snow removal requirements and activities.
- Establish work priorities and/or make operational changes.
- Plan, organize, and direct the operation, maintenance, and repair of County roads and associated facilities, as well as supervise snow removal.
- Skillfully use and operate heavy equipment and road maintenance tools and equipment.
- Estimate time and materials requirements for road maintenance operations and projects.
- Read and interpret laws, ordinances, regulations, guidelines, plans, and specifications related to road maintenance, repair, and construction.
- Maintain accurate records and reports.
- Communicate effectively both orally and in writing.
- Deal tactfully and courteously with the public.
- Represent the assigned functions with County management and staff.
- Establish and maintain cooperative working relationships.

## ROAD OPERATIONS SUPERVISOR - 3

### DESIRABLE QUALIFICATIONS (continued)

#### Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five (5) years of responsible experience in road maintenance, construction, and repair, equipment operation, and snow removal, preferably including at least two years of lead or supervisory experience.

#### Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's license, including the appropriate class required to perform the majority of regular job assignments.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Mono assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding or individual "At-Will" contract currently in effect.*