

LINN COUNTY CLASSIFICATION

TITLE: DISTRICT ROAD SUPERVISOR
NUMBER: 249
PAY RANGE: 19
CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER
NUMBER: 2001-480
DATE: July 31, 2001

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Supervises the maintenance and repair of County roads within an assigned road district.

SUPERVISION RECEIVED: Works under the direction of the Roadmaster who assigns duties, periodically observes work and inspects upon completion for conformance to specifications and standards.

SUPERVISION EXERCISED: Exercises supervision over assigned subordinate personnel engaged in various road maintenance duties; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances, evaluates performance and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Plan, assign and oversee personnel and equipment in various road maintenance tasks such as ditch cleaning, culvert placement, road grading, mowing, brush cutting, shoulder building and repair; operate equipment; insure efficient use of time, equipment and material.
2. Keep records of employee and equipment time used, and equipment repair; keep records of fuel and other materials used and inventory on hand.
3. Provide training of employees in operation and servicing road maintenance equipment.
4. Give instructions in safety and see that safety rules are carried out.
5. Respond to emergencies, complaints or inquiries regarding road problems, and take action to correct.
6. Inspect roads for safety hazards such as slick spots, pot holes, broken or plugged culverts, down signs and high water on roads.
7. Insure the proper maintenance and upkeep of road maintenance facilities as well as all equipment assigned to the district (other than Albany District).
8. Assist right-of-way personnel, Engineer and Roadmaster in acquiring right-of-way for realigning roads and drainage.
9. Interpret and apply terms and conditions of Collective Bargaining Agreement.

10. Assists in hiring, evaluating and disciplining employees; attempts to resolve grievances.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

13. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of materials, methods and equipment used in road maintenance and repair. Considerable knowledge of the layout, construction and condition of the roads within an assigned district. Considerable knowledge of the traffic laws and safety rules governing operations of motor vehicles and equipment on county roads.

Skill in the operation of all equipment used.

Ability to prepare simple records and reports. Ability to plan and direct the work of specialized workers and to attain high quality and production standards. Ability to obtain cooperation of and maintain harmonious relationships with employees and the public. Good physical condition enabling employees to work outside during poor weather and for long hours under emergency conditions.

EXPERIENCE, EDUCATION AND TRAINING: Seven years of responsible experience in road construction or maintenance work including experience as a leadman or working foreman; or considerable experience in the operation of road equipment, varied road construction, maintenance or traffic control; graduation from a senior high school or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Oregon Commercial Motor Vehicle Operator's License (CDL), Class B and an acceptable driving record. Possession of a State of Oregon license for herbicide spraying application.

PHYSICAL DEMANDS AND WORK ENVIRONMENTAL: Work is performed indoors and outdoors in all types of weather and in all areas of the county. Work requirements include the ability to see, talk, hear, sit, stand, walk, bend, stoop, kneel, jump and run. The ability to use hands to finger, handle or operate objects, tools or controls, to reach with hands and arms and to lift or move fifty (50) pounds is also required.