

LINN COUNTY CLASSIFICATION

TITLE: CONSTRUCTION/ROAD MAINTENANCE SUPERVISOR
NUMBER: 250 **APPROVAL ORDER NUMBER 2015-330**
PAY RANGE: 21 **DATE: September 22, 2015**
CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plans, directs and supervises the activities of road maintenance and construction crews for the Linn County Road Department.

SUPERVISION RECEIVED: Receives general direction from the Road Department Operations Manager.

SUPERVISION EXERCISED: Exercises direct supervision over personnel engaged in road maintenance and construction work.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in 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. Translate Engineer's plans, specifications and instructions into work orders for general or specific assignments. Assist in preparation of project estimates for cost accounting control.
2. Plan, coordinate and supervise Road Department surface maintenance projects (including but not limited to chip seals, slurry seals, crack sealing and paving) layout and performance of work for construction crews on assigned projects. Apply construction management techniques toward attaining maximum efficiency in all maintenance and construction operations.
3. Supervise road surface maintenance operations and inspect projects to ensure adherence to specifications. Assign personnel and equipment to crews or projects as needed and maintain time, materials and equipment records. Enforce safety policy and the proper use and care of equipment assigned.
4. Reviews right of way encroachment permit applications and recommends conditions of approval. Inspects permitted projects for completeness and adherence to specifications and conditions of approval.
5. Recommend the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
6. Represents the County at public meetings and professional meetings. Participates in meetings related to staff and day-to-day operations.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

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

KNOWLEDGE, SKILL AND ABILITY: Knowledge of principles and practices of civil engineering and survey methods as applied to road construction and maintenance; equipment, tools and materials used in road construction, maintenance and repair; road surface maintenance techniques; modern paving operations; safety management; pertinent local, state and federal rules, regulations and laws; construction management techniques; principles and practices of supervision, training and personnel management.

Skill and ability to assist in the development of a comprehensive road construction and maintenance program; read and interpret plans and specifications and to work from sketches, layouts, plans and specifications; supervise, train and evaluate personnel; inspect equipment and plan for necessary maintenance and repair; establish and maintain effective working relationships with those contacted in the course of work; communicate concisely, both orally and in writing. Ability to effectively use a personal computer to send emails, create and modify spreadsheets, reports and other correspondence.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school and six years of responsible experience in road construction or maintenance work including two years of experience as a supervisor managing road maintenance and construction projects, and considerable experience in the operation of road equipment, varied road construction or maintenance; 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 driver's license and an acceptable driving record.

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, bend, stoop, kneel and walk on uneven surfaces. 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. An incumbent may be exposed to gasoline and diesel fumes, hot asphalt and other irritants. A reasonable amount of driving is required.