

BEAR VALLEY CSD

JOB DESCRIPTION

JOB TITLE: ROADS SUPERVISOR
DEPARTMENT: PUBLIC WORKS – ROADS DIVISION
REPORTS TO: PUBLIC WORKS DIRECTOR

JOB SUMMARY:

Under direction of the Public Works Director, the Roads Supervisor oversees the Roads Division. Functions as first line supervisor in daily operations and in the advancement of departmental goals. Ensures compliance with all applicable laws and District policies. Primarily responsible for public roads, rights-of-way, easements, drainage and flood control facilities, emergency routes, signage, guardrails and various appurtenances, and other District property including parking lots. Also responsible for snow removal and plowing.

DISTINGUISHING CHARACTERISTICS:

Functions as first line supervisor of professional staff and volunteers within the Roads division, providing leadership in assigned maintenance activities and performing the more technical and complex tasks relative to assigned area of responsibility. Coordinates personnel and projects in the Roads division.

SUPERVISION RECEIVED/EXERCISED:

Roads Supervisor receives direction from the Public Works Director and exercises direct and indirect supervision of Crew Lead, Maintenance Workers I – II and other professional staff and volunteers.

ESSENTIAL FUNCTIONS STATEMENTS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledges, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by this position.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address agency needs and changing business practices.

The Roads Supervisor is required to perform all of the Essential Functions and to possess the Knowledge & Abilities as described in the Crew Lead class specification, and as described in the relevant sections of the Maintenance Worker I - II class specification. In addition, the Roads Supervisor shall:

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- Assign, supervise, lead, train, counsel, and motivate employees in the operation and maintenance of the integrity of District public road infrastructure, rights-of-way, easements, drainage and flood control facilities, emergency routes, signage, guardrails and various appurtenances, and other District property including parking lots
- Employ a systematic problem-solving process to arrive at logical decisions based upon the information available, make proper assignment of personnel and utilize resources effectively
- Confer with other supervisors to coordinate activities of individual divisions
- Ensure operation is compliant with all applicable laws, rules and regulations
- Ensure infrastructure security in accordance with federal, state and local codes and regulations
- Provide ethical leadership and uphold ethical standards by setting an example, and promote the vision and goals of the organization in a focused and systematic manner
- Assist in personnel matters in an efficient, complete, and objective manner; analyze all available evidence and facts to develop logical conclusions; make appropriate recommendations
- Complete employee performance evaluations and probationary reports to document and/or correct employee behavior to ensure employee is working at acceptable standards; resolve performance problems by planning and implementing measures to improve employee performance
- Review timesheets to ensure submittals are complete, accurate and on time
- Coordinate formal and informal training programs; keep accurate records to ensure that personnel remain in compliance with regulatory and mandated local, state and federal training and certifications
- Assist in the development and implementation in Division, Department and District goals, policies and objectives
- Assist in budget development and monitoring
- Assist with procurement and requisition approval, including cost estimation
- Coordinate, monitor and inspect the work of contractors and outside service providers
- Keep records; prepare and present reports, studies, correspondence and recommendations
- Meet and work with citizens, community groups, employees and other agencies to identify problems and develop lasting solutions through appropriate practices and programs
- Maintain a flexible work schedule that includes overtime, on-call status, call-backs, nights, weekends, holidays and rotational shifts
- Maintain physical ability and agility to ascend and descend forty (40) feet of vertical ladder structure and work within a confined space. Ability to wear a full body safety harness while performing assigned tasks
- Inspect, repair and maintain roads, rights-of-way, easements, drainage and flood control facilities, emergency ingress/egress routes and other District property including parking lots
- Asphalt and concrete repairs and installation, crack sealing, patching and pothole repairs, oil and surface treatments and overlays
- Perform weed control, tree trimming, trash pick-up and litter abatement, and animal removal
- Maintain and install culverts, storm drains, catch basins, drain inlets and storm channels
- Supervise the operation of and operate various maintenance equipment, including, but not limited to: heavy machinery such as snow plow, backhoe, scraper, loader and other tractors, dump truck, street sweeper, rollers and other compactors, concrete saw, and spreader; hand tools such as shovel, pick, crowbar, hammer, wheelbarrow, trowel, chainsaw, etc.
- Inspect, repair, and maintain all appurtenant structures including, but not limited to, curbs and gutters, guardrails, signage, reflectors and markers, crosswalks and striping and stenciling
- Coordinate and perform a variety of duties during periods of inclement weather such as snow removal, de-icing, clearing mud and rock slides, storm and flood clean-up, and operation of a snowplow
- Assist with public safety operations including cutting of firebreaks, traffic control and signage and marking of hazards and road closures

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- Frequently assist the Water Division with leak detection and repair
- Other duties as assigned

EDUCATION, EXPERIENCE & TRAINING

Any combination of education, training, and experience that would likely provide the required knowledge and abilities may be considered qualifying at the sole discretion of the Employer. A typical combination would be:

Education:

Equivalent to graduation from a U.S. high school or passing score on the General Education Development (GED) exam.

License or Certificate:

Possession of or ability to immediately obtain a current and valid Class C California Driver's License and maintain a clean driving record.

Experience:

Five (5) or more years of increasingly responsible experience in road construction and maintenance work. Three (3) years supervisory experience in the public sector is preferred.

KNOWLEDGE & ABILITIES

The Roads Supervisor is required to perform all of the Essential Functions and to possess the Knowledge & Abilities as described in the Crew Lead class specification, and as described in the relevant sections of the Maintenance Worker I - II class specification.

Knowledge of:

- Local, state, and federal laws, rules and regulations, with an emphasis on the California Vehicle Code
- General civil and traffic engineering principles; CalTrans Standards; California Manual on Uniform Traffic Control Devices (MUTCD)
- Practices and procedures of traffic control
- Methods, techniques, practices, materials and equipment used in the construction and maintenance of roads, drainage infrastructure, signage, guardrails and other appurtenant structures
- Departmental and Divisional goals, policies, and procedures
- Principles, practices, and techniques of effective organization, supervision, and training
- Project management principles, techniques and software to supervise the progress of a variety of project activities
- Maintenance procedures for road and maintenance equipment
- Methods and techniques of safe chemical use, storage and disposal
- Use and care of personal protective equipment
- Occupational hazards and standard safety practices and procedures
- First aid principles, practices and techniques
- Basic mathematical principles
- Proper English usage, spelling and grammar
- Office procedures, methods, and equipment including computers and applicable software applications

Ability to:

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- Maintain a flexible work schedule that includes overtime, on-call status, call-backs, nights, weekends, holidays and rotational shifts
- Supervise, plan, organize, train, evaluate, and review the work of subordinate staff
- Interpret, explain, and enforce District policies and procedures and all other applicable laws, rules, and regulations
- Respond to community issues, concerns and needs in a tactful and courteous manner
- Analyze a situation or problem and determine a timely and appropriate course of action
- Maintain pertinent records and compile data into written reports
- Read, interpret, review and understand engineering and technical manuals, drawings, blueprints, schematics, diagrams and Material Safety Data Sheets (MSDS)
- Perform heavy manual labor
- Wear and operate self-contained breathing apparatus equipment
- Logically solve problems
- Operate office equipment including computers and supporting software applications
- Adapt to changing technologies and learn functionality of new equipment and systems
- Communicate clearly and concisely, both orally and in writing
- Accept correction and constructive criticism and apply it to performance
- Establish and maintain effective working relationships with all levels of employees and customers
- Perform basic measurements and math calculations

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

Physical demands may include: possession of normally functioning olfactory sensation and normal color vision; balancing, climbing, ascending and descending ladders; operating a motor vehicle or equipment for prolonged periods of time; heavy physical labor; kneeling, crouching, lifting, pushing and/or pulling of objects weighing 75 pounds or more; making repetitive hand or body motions, walking, running, sitting, speaking, standing, stooping, bending, using hands and fingers; using hand or power tools; working in cramped and confined spaces; working outside and underground; utilizing Personal Protective Equipment per OSHA General Industry Standards 29 CFR 1910. Vision in the normal range with or without correction. Hearing in the normal range with or without correction.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment includes: exposure to petroleum products, high temperature materials and equipment, water, chemicals, confined work spaces, dust, dirt, electrical hazards, fumes, odors, gases, high or low temperatures, noise, poor lighting, shift work, extended shifts, toxic materials, air contamination, wetness and humidity, vibration and driving on a daily basis; frequent exposure to high work places; inclement weather conditions which may include extreme cold or heat and exposure to snow, rain, wind, sun, etc.

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DISASTER SERVICE WORKER:

In accordance with Government Code Section 3100, District employees, in the event of a disaster, are considered disaster service workers and are required to report for duty and respond accordingly.

FLSA

This is an FLSA Non-Exempt position.