



TITLE:	Assistant Road Supervisor	JOB CODE:	1202
PREPARED:	6/30/03	FLSA:	Exempt
UPDATED:	12/5/13	REVISION #:	2

Direction: Works under the direction of the Road Supervisor.

Summary: Under limited supervision, provides daily work direction to work crews engaged in the construction, maintenance and repair of paved and unpaved County maintained roads, bridges, and related infrastructure including gravel plant operations, signage, pavement markings and right of way. Exercises direct supervision over the Road Department Lead, Equipment Operators/Welder, Mechanics, Road Maintenance Workers, and clerical staff in the absence of the Road Supervisor.

Distinguishing Characteristics: This classification is distinguished from the Road Maintenance/Construction Foreman designation by the presence of full supervisory authority and greater administrative responsibilities, extending to serving in the absence of the Road Supervisor.

Essential Job Functions: *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Plans, directs, trains, and evaluates the work of field and shop crews
- Confers with the Road Supervisor and Road Maintenance/Construction Foreman on a regular basis to discuss current and upcoming projects.
- Evaluates and analyzes crew issues and recommends and implements solutions; participates in the interview and hiring process, training of employees, and planning, assigning and directing work; develops staff skills; provides input for performance evaluations, discusses staff performance concerns with Road Supervisor.
- Provides technical support to the Road Supervisor in the planning and implementation of major work projects, including providing cost estimates on materials, labor and equipment.
- Performs a variety of administrative activities including the review, granting, and managing of Encroachment Permits; managing external activities affecting County Roads, provides input for budget preparation, purchasing, and contracting; assists in the development of the County's 5 Year Road Improvement Plan, and the annual Equipment Replacement Plan.
- Serves in the absence of the Road Supervisor, represents the County Road Department at meetings with other County departments, various entities and agencies including NDOT, BOR, TCID, BLM.
- Participates in emergency preparedness and response actions; coordinates and responds to routine after hours or weekend call outs. Responds to emergency callouts on a 24/7 basis. Provides traffic control, and performs flagger duties on emergency callouts and traffic accidents. Assists Fire and Sheriff's Department when dispatched.
- Designs and supervises the construction and/or installation of bridges and culverts.
- Performs field inspections of roads, bridges, right of way and signage to determine the need for maintenance, repair or replacement projects.
- Conducts site inspections of the activities of work crews to evaluate progress and work quality.
- Organizes and oversees bid proposals for upcoming projects.
- Directs the setup of work zones to ensure worker safety, and the safety of the traveling public.

JOB DESCRIPTION

Assistant Road

- Operates various light to heavy motorized equipment and vehicles as needed.

Required Knowledge and Skills:

- Knowledge of the principles and practices of engineering.
- Knowledge of the principles, practices, equipment and materials used in bridge and road construction, maintenance and repair.
- Knowledge of material testing practices and procedures.
- Knowledge of the principles and practices of project planning and scheduling.
- Knowledge of state and federal safety rules and regulations.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in effectively supervising, leading and delegating work activities.
- Skill in effective oral and written communications.
- Skill in establishing and maintaining effective working relationships with work crews, supervisors and the general public.
- Skill in operating various light to heavy vehicles and equipment.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently, and as an effective team member.

Education, Experience, Certifications and Licenses: All certifications and licenses must be obtained within 6 months.

- High School diploma or equivalent GED certificate.
- Five years of experience in road and/or bridge maintenance, construction and repair, with a minimum of three years of supervisory experience.
- Possession of a valid State of Nevada Class A Commercial Driver's License with necessary endorsements.
- Flagger and Work Zone Safety certification.
- OSHA 30 Certification.
- MSHA Certifications as required for mining/gravel plant operations.
- First Aid and CPR

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in work zones on or around city, state, and county roadways.
- Outside environments with exposure to vehicular traffic, working on or near heavy equipment, inclement weather, extreme heat, fumes and airborne particles, and moving mechanical parts.
- Noise level in the work environment is usually loud.
- Operate a variety of mechanical equipment in a safe and effective manner in routine situations.
- Perform heavy manual labor.
- Ability to work long days (12-14 hours) during various construction or paving projects.
- May be exposed to hazardous chemicals.
- Employee is regularly exposed to heights above 8', risks of electrical shock and or vibration.

JOB DESCRIPTION

Assistant Road

- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting heavy objects over 60 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Special Conditions:

Employment is contingent upon the results of a pre-employment drug examination and subject to random drug testing in accordance with DOT requirements.

- Responds to emergency callouts on a 24/7 basis. Provide traffic control, and perform flagger duties on emergency callouts and traffic accidents. Assist Fire and Sheriff's Department when dispatched.
- Must be willing to work overtime, shifts, weekends, and holidays
- May be required to be on-call, or on standby

Equipment and Tools Utilized:

- Operates a variety of heavy and construction equipment, including but not limited to: dump trucks, loaders, dozers, backhoes, excavators, asphalt patch truck, pneumatic rollers, steel drum rollers, street sweepers, asphalt and concrete saws, trenchers, forklift, bucket/aerial lift trucks, crack sealing machine, asphalt zipper, paver screed, end dump trailers, trains, belly dump trailers, distributor truck, snow plows and sander trucks, stripers, spray guns, sandblasters, propane torch, and air compressors, lasers, hand held radios, chain saws, and an extensive variety of hand and power tools.