

JOB DESCRIPTION: **DISTRICT SUPERVISOR - St. Helens**

DATE: 02/26/09

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Road	CLASSIFICATION:	465A
SUPERVISOR:	Director, Public Works	SALARY RANGE:	27
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Supervise and participate in district road maintenance operations of a wide variety and complexity. Operate a variety of road maintenance equipment. Work includes planning, organizing and achieving the goals and objectives established by the Director. Supervise, plan and coordinate the activities of the road crew, lead mechanic and sign maintenance worker. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist the Director in planning and supervising the district operations.

Supervise road crews, the lead mechanic and the sign maintenance worker, including assigning and reviewing work, evaluating performance, training and administering appropriate corrective and disciplinary action (coordinated with the Director as appropriate). Handle employee complaints, including Step 1 union grievances and effectively recommend on hiring and dismissal decisions.

Supervise the chip seal program, including developing and maintaining a three year chip seal plan for the Director's approval.

Except as administrative duties otherwise require, participate in various maintenance, repair and construction tasks such as culvert installation, pavement surface maintenance (oiling and paving), and total road and bridge rebuilding to the full capabilities of the Road Workers I and II. Operate any piece of equipment required for the task involved.

Review work assignments, determine methods, equipment, materials and staffing needs. Prioritize and schedule projects. Select appropriate equipment and materials to complete work according to specifications, verbal instructions and established procedures.

Take necessary action to ensure safety of motorists on district roads, including maintenance and signs, and assigning personnel to sand icy roads and plow snow. Respond to emergency situations as needed at any time day or night, including weekends and holidays.

Prepare reports regarding district activities and short-term and long-term construction and maintenance priorities within the District, and coordinate personnel and equipment needs with others within the department.

Supervise the maintenance of marine facilities, including boat docks, ramps, floats and island restroom and picnic facilities.

Prepare annual estimated personnel, supplies and equipment costs and recommend a district annual budget as directed.

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Establish effective working relationships and confer with the community members and general public and assist them in understanding and interpretation of road standards and requirements. Respond to and be a liaison for resolving questions, concerns and complaints regarding the district's activities.

Attend meetings and seminars as requested or directed. Coordinate projects with various utilities and governmental agencies.

Follow all safety rules and procedures established for work areas. Ensure compliance to safety rules and procedures by work crews. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervise 7-11 employees engaged in road and related work. Occasionally supervise a larger number as specific projects merge crews for a short duration. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; evaluating performance; rewarding and disciplining employees, addressing complaint/grievances and resolving problems. Coordinate all personnel functions with Director.

SUPERVISION RECEIVED: Work independently without direct supervision under the general direction of the Public Works Director who provides policy and administrative direction and reviews performance.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a bachelor's degree in a related field. Five years' progressively responsible experience in road construction, maintenance and repair, with at least one year's experience supervising crews. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess or acquire within six (6) months of hire a Class A Commercial Driver's License with tank and hazardous material endorsements and must be insurable under the County's liability insurance coverage.

NECESSARY SPECIAL QUALIFICATIONS: Must pass a pre-employment drug and alcohol screen and any pre-employment physical examination required by the County and comply with the County's Fitness for Duty Policy.

KNOWLEDGE, SKILL AND ABILITY: General knowledge of administrative and basic supervision concepts, practices and principles. Considerable knowledge of road construction, maintenance and repair methods, tools, equipment and materials. Working knowledge of standard equipment used in construction and maintenance, including its operation, upkeep and minor repair. Considerable knowledge of safety rules and practices pertaining to operation of road construction and maintenance equipment.

Familiarity with computers systems and their use.

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Ability to plan, organize and supervise the efficient and economic performance of staff. Ability to conduct work activities and resolve issues in an appropriate and professional manner. Ability to efficiently and effectively operate equipment used in the performance of duties assigned. Ability to operate equipment safely under adverse conditions. Ability to act effectively in emergency situations. Ability to maintain effective working relationships with employees, other agencies, County officials and the general public.

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

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.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock. The noise level in the work environment is usually loud. The employee may be required to travel at night time or on weekends or in inclement weather to verify road conditions.