

SCOTTS BLUFF COUNTY

DISTRICT SUPERVISOR

NATURE OF WORK

This is responsible and administrative and supervisory work directing road repair and maintenance functions within a specified district.

Work involves responsibility for directing road maintenance and functions including determining road maintenance requirements on a county-wide basis; reviewing and monitoring the maintenance efforts and needs of the district; assigning equipment and personnel to daily and emergency projects and reviewing the work performed by contractors and sub-contractors to ensure compliance with specifications. Work also involves interviewing and hiring employees for all maintenance positions; planning and monitoring district budgetary expenses; and reviewing complaints from the public and initiating necessary corrective actions. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of established departmental policies. Supervision is received from an administrative superior with work being reviewed in the form of reports, compliance with safety and budgetary requirements and the effectiveness of maintenance operations.

EXAMPLES OF WORK PERFORMED

Assist in planning, scheduling and directing road maintenance personnel in mowing and snow removal operations; dragging and grading of roads; maintenance of drain basins; installation of regulatory and warning traffic signs; sanding during emergency weather situations; assist in coordinating work crews and equipment to accommodate large construction or bridge projects in other districts; interview, hire and arrange training for all road maintenance personnel; review and recommend approval or denial of all promotions, commendations, merit increases and various disciplinary actions.

Review and monitor maintenance efforts of the district; review work performed by contractors and sub-contractors to ensure compliance with specifications; schedule educational training sessions and enforce safety guidelines and regulations.

Monitor departmental expenditures and complete requested statistical and financial reports for the department's annual budget process; assist in determining new equipment needs; prepare and monitor the district's annual budget.

Assist in the supervision and coordination of crack sealing, patching and repairing of asphalt roads; assist in coordinating traffic control and signage activities; receive complaints from the public and initiate necessary corrective action.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILL

Thorough knowledge of all phases of road maintenance principles, practices and techniques.

Thorough knowledge of equipment and personnel requirements to maintain and repair road surfaces.

Considerable knowledge of the occupational hazards involved in road maintenance and repair and appropriate safety and precautionary measures required.

Ability to plan, coordinate and direct road maintenance operations and personnel.

Ability to understand and follow complex instructions and technical specifications.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with governmental officials, other employees and the general public.

Ability to prepare reports and to maintain records.

Skill in the safe and efficient operation of heavy construction and road maintenance equipment, machinery and related tools.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school and thorough experience in all phases of road maintenance and repair operations including experience in a responsible supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a senior high school and considerable experience in road maintenance and repair operations including some supervisory experience or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license.

Possession of a valid Nebraska Commercial Driver's License (CDL) Class B type.

Residence Requirement: Resides in the geographic district location or must be a resident of the district within 90 days following the date of hire.

SPECIAL REQUIREMENTS

Will be required to pass NIMS (National Incident Management System) training.

I have read and understand the above job description.

Signature

Date

Printed Name