



Road Operations Supervisor

Class Code:
1519 MTP

Bargaining Unit:

THURSTON COUNTY
Revision Date: Apr 17, 2014

SALARY RANGE

\$6,087.00 - \$8,116.00 Monthly

GENERAL DESCRIPTION:

Under general supervision of the Road Operations and Traffic Manager, responsible for the direction, planning, and tracking of varied road maintenance, construction, emergency response (24-hour emergency call out) and other related road operation activities. Supervises work assignments and sets priorities of one or more Road Operation crews, coordinates activities with other agencies, and assists in the preparation and administration of the Division's budget. The work requires record keeping and report preparation for all projects.

This class specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.

ESSENTIAL JOB FUNCTIONS:

Ability to understand and follow complex written and oral instructions. Plans and schedules all road maintenance and construction work including emergency response. Determines project elements including labor, equipment and supply needs. Dispatches maintenance, repair, and operation crews.

Supervises, plans, directs and organizes crew workloads and assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is performed in a timely and efficient manner according to appropriate guidelines, procedures and legal regulations.

Sets operational priorities, goals, objectives, and develops short- and long-term schedules for maintenance and day labor projects.

Assists with the recruitment, selection, and placement of staff and seasonal (temporary) employees. Supervises and evaluates assigned staff by establishing work rules and performance standards and expectations. Conducts performance evaluations and initiates disciplinary actions as warranted. Works with management and Human Resources to resolve grievances and other sensitive personnel matters. Provides for the training and motivation of subordinates in order to make full use of individual capabilities and to meet changing demands. Counsels employees on methods of improving performance and enforcing the personnel rules.

Responsible for work records including time cards, material tickets, progress reports, work completed, program trends, equipment rental and maintenance, and incident reports utilizing automated data management systems.

Prepares and justifies budget for assigned area based on staffing and resource requirements, cost estimates, division objectives and department goals. Monitors and documents expenditures for assigned area, assuring compliance with approved budget. Makes required purchases following the County's purchasing policies and procedures. Solicits quotations and administers procedures for procuring materials, rental equipment, etc. when required for all projects.

Assists the Safety/Training Manager in meeting local, State, and Federal safety guidelines, investigation of accidents/damage claims, and in presenting safety meeting information to the operation crews.

Assists the Safety/Training Manager in ensuring local, State, and Federal equipment training and certification requirements are met for the operations crews.

Communicates effectively orally and in writing with subordinate employees, other County employees and the public. Uses sound judgment in dealing with agitated people and conflict resolution. Investigates and recommends appropriate action for service requests/complaints from the public and other agencies.

Responsible for the supervision and inspection for a variety of roads and equipment management programs including, bridges/guardrail repair, seal coating, asphalt paving, drainage, sweeping, gravel roads, vegetation, dust control, rock production (internal & external sources) emergency response, snow/ice removal, day labor construction projects, equipment training and certification, etc.

Skilled in reading and understanding engineering design plans and specifications and the ability to perform and check construction survey staking. Utilizes computers and software applications to accomplish daily work.

Develops technical specifications, material and equipment estimates for maintenance and day labor projects. Performs cost-benefit analysis to evaluate project justification.

Directly responsible for compliance with ESA standards and other permitting requirements at the local, state and federal level. Obtains appropriate project permits from local, state and federal agencies.

Provides written reports, summaries and recommendations to the Division Manager and Director relating to issues affecting the Road Operations Division.

Attends meetings and conferences to discuss maintenance issues, learns new technologies, and enhances supervisory skills.

Represents the Department at public meetings as required.

May act in the capacity of the Manager during any absence.

Performs other duties as assigned.

DISTINGUISHING FEATURES:

The Road Operations Supervisor position is distinguished by elements of increased responsibility for supervision, coordination of work assignments including personnel, materials and equipment, performance of administrative duties including budgetary, policy and personnel related activities. The position requires coordination with related Department/Division Regulations within County government as well as State and Federal regulations and guidelines.

WORKING CONDITIONS:

Work is performed both in an office environment and in the field at construction and maintenance sites in a variety of weather conditions. The individual is exposed to physical hazards primarily from heavy equipment and traffic. Travel to meetings, including evening meetings, may be required.

QUALIFICATIONS:

Associate degree in Public Administration, Business, Civil Engineering, Construction Management or related field. Bachelor's degree is preferred. Additional experience may be substituted for education on a year for year basis.

Six years progressively responsible experience with at least two years previous supervisory experience and budget management in Roads engineering, construction and maintenance. Previous experience in the areas of public administration, business writing, budget administration, public speaking, personnel and labor management is desired.

Must have a valid Washington State Driver's License, be able to obtain one within 30 days of employment, or have requested and obtained an appropriate accommodation. A CDL is desirable.

Ability to utilize a personal computer and related software packages to perform word processing, spreadsheets, analysis, information retrieval and tracking.

DESIRED SKILLS:

Experience as an Operations Manager or Supervisor for an organization primarily involved in Road Maintenance and Construction.

1519 Road Operations Supervisor
FLSA: Exempt
Non-Represented
Salary Chart: NonU / MTP
History: Revised 10/16/03, Revised ADA 10/92