

EATON COUNTY ROAD COMMISSION JOB DESCRIPTION

JOB TITLE: Area Supervisor

SUPERVISED BY: Superintendent

POSITION SUMMARY:

Under the supervision of the Superintendent, exercises first line supervision over Road Commission maintenance crews in a designated area of the county. Plans and schedules maintenance work and assigns work crews on a daily basis. Travels throughout the area to review road activities, advise and assist work crews or an individual employee, and note repairs on county road right-of-way.

EXAMPLES OF DUTIES:

1. On a regular basis, meets with the Superintendent to discuss road problems and schedule maintenance and construction work.
2. Supervises a variable number of maintenance employees. Makes work assignments and gives instructions to employees. Reviews daily assignments of work crews and revises as necessary due to emergencies or absent employees.
3. Investigates, documents and reports workplace accidents involving Road Commission employees and equipment.
4. Evaluates job performance of those employees under supervision and counsels and disciplines employees.
5. Coordinates, schedules, and oversees contractors performing maintenance and construction activities.
6. Reviews and approves employee daily time cards and keeps other records as needed.
7. Frequently drives to the work areas to review quality, safety and efficiency of work operations.
8. Authorizes contact with utility companies through "Miss Dig" program on pending repair work so that problems with utility lines and cables can be taken care of.
9. Contacts local officials, utility companies, and the general public to resolve complaints.
10. Oversees chip seal, dust control, brine well and other service areas and materials.
11. Investigates public inquiries or complaints and initiates corrective action so as to repair or satisfy such inquiries or complaints.

12. Makes recommendations on equipment repairs and coordinates with the Shop Foreman to assure timely repair and maintenance of equipment is made.
13. Coordinates staff on project and equipment assignments so as to ensure complete maintenance requirements of the county road system are satisfied.
14. Reviews major maintenance items with the Superintendent and makes recommendations on manpower and equipment requirements.
15. Periodically reviews normal maintenance procedures with the Superintendent and makes recommendations for change.
16. Performs other duties as directed.

The above statements are intended to describe the general nature and level of work being performed by persons assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):

- Physical Mobility - Ability to walk extended distances and climb stairs or ramps to access Road Commission and other work related locations and facilities.
- Vision and Sight - Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents and view operations and work assignments.
- Hearing/Speaking - Ability to converse orally with standard telephones and radios to receive and communicate information to employees and the public.
- Agility/Movement - Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects often weighing upwards to 80 pounds.

DESIRABLE QUALIFICATIONS:

High school diploma or GED and five years of experience in road construction/maintenance operations including leadership or supervisory experience. Ability to deal with the public courteously and effectively, work cooperatively with, and supervise other employees and maintain automated and hard copy files and documentation. Ability to work extended hours and be available for 24 hour call-in.

SPECIAL REQUIREMENTS:

CDL as required by state law.

EMPLOYMENT STATUS:

It is the policy of the Road Commission that all employees in this job classification are employed at the will of the Road Commission and may resign or be dismissed with or without cause or notice at any time during employment.