



## **Road Supervisor**

Public Works

**PW/3**  
Grade 18/Exempt

### **JOB SUMMARY**

This position supervises the work of personnel involved in the maintenance of roads, bridges, drainage systems, rights-of-way, and driveways.

### **MAJOR DUTIES**

- Supervises public works construction, maintenance, and repair activities.
- Supervises all Heavy Equipment Operators and Detail Officers
- Inspects roads and rights-of-way to determine maintenance and repair needs; schedules and prioritizes repairs.
- Assists in hiring, training, assigned, evaluating, and disciplining department personnel; assigns work orders; approves annual leave.
- Responds to and resolve complaints from the general public.
- Operates a variety of light and heavy equipment.
- Ensures that work crews are monitored in accordance with safety and county policies and procedures.
- Inspects work to ensure accuracy, timelines, and thoroughness.
- Assists in selecting and requesting supplies and materials.
- Monitors the work of private contractors.
- Responds to after-hours emergency calls.
- Attends department meetings and training sessions.
- Performs related duties.
- Reviews and approved all timesheets for accuracy.

- Reviews and approves all Equipment Deficiency Reports.
- Coordinates all repairs and deficiencies with shop Supervisor.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of public works infrastructure maintenance and repair procedures and methods.
- Knowledge of equipment operation and maintenance principles.
- Knowledge of county procurement processes.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in management and supervision.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Public Works Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include relevant state and federal laws, state Department of Transportation regulations, the Manual on Uniform Traffic Control Devices, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory, technical and administrative duties. Working in inclement weather and heavy traffic contributes to the complexity of the position.
- The purpose of this position is to supervise the repair and maintenance of county roads, bridges, and rights-of-way. Successful performance helps ensure the effective and efficient operation of the department and affects the quality of life for county residents and visitors.

## CONTACTS

- Contacts are typically with co-workers, vendors, suppliers, other county employees, elected and appointed officials, and the general public.
- Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee uses tools or equipment requiring a high degree of dexterity and distinguishes between shades of color.
- The work is typically performed outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles gloves, etc.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain Pre-Service Orientation (PSO) certification to work/supervise minimum security inmates.