

SHAWNEE COUNTY, KANSAS
Position Description
Assistant Road Supervisor

POSITION NUMBER: PW1033

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position assists the Road and Bridge Superintendent in the supervision of the staff of the County road districts and performs the duties of the Road Superintendent during their absence. Performs other duties as assigned. This position is supervised by the Road and Bridge Superintendent.

WORK PERFORMED

- 25% Supervision.** In the absence of the Road and Bridge Superintendent, supervises skilled and semi-skilled employees with respect to accountability for performance and behavior including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions. Participates in the hiring and promotional process. Instructs staff on proper completion of tasks. Inspects and reviews work of staff to ensure that projects are complete. Establishes work schedules and assigns work. Checks work procedures and products. Oversees the completion of all road maintenance work such as patching, sealing, overlaying and rebuilding road surfaces; mowing right-of-ways; litter and trash clean up; erecting, removing, repairing and cleaning drainage structures; and snow/ice removal.
- 25% Training.** Insures all personnel are trained adequately in the operation and safety of all equipment.
- 15% Maintenance.** Responsible for the maintenance and care of district shops and grounds.
- 15% Reporting.** Maintains equipment, materials and personnel/payroll records. Prepares related reports.
- 10% Public Inquiry.** Investigates and determines action to take on complaints from the public.
- 10% On-Call.** Responds to twenty-four (24) hour calls regarding emergency situations and snow removal.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- Applicable work safety rules and procedures.
- Equipment, material and practices used in road maintenance and repair.
- Road maintenance techniques and procedures.
- Care and maintenance of different types of roads.
- Service and maintenance requirements of equipment used.
- Union contracts and the ability to adhere to those.

Ability to:

- Plan, direct, organize and direct the work of the road maintenance crews and their activities.
- Read basic engineering plans and drawings.
- Operate road maintenance equipment.
- Communicate effectively, both orally and in writing, using the English language.
- Understand and follow complex written and oral instructions.
- Maintain records and prepare reports.
- Establish and maintain effective working relationships with employees, supervisors, department heads, elected officials and the public.
- Work under adverse weather conditions for extended periods of time.
- Be available for emergency call in.

Skill in:

- Providing leadership and direction to employees.
- The use of a personal computer and software.
- The operation of road maintenance equipment.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

| | N | O | F | C | | N | O | F | C | | N | O | F | C |
|-----------------|---|---|---|---|-------------------|---|---|---|---|--|---|---|---|---|
| HANDS | | | | | BODY/TRUNK | | | | | OTHER | | | | |
| Reaching | | | X | | Sitting | | | X | | Driving | | | X | |
| Pushing/Pulling | | | X | | Bending | | | X | | High Elevation | X | | | |
| Climbing | | | X | | Reaching | | | X | | Unprotected Heights | X | | | |
| Throwing | X | | | | Lifting-50 lbs. | | | X | | Around Moving Machinery | | | | X |
| ARMS | | | | | Carrying | | | X | | Driving Automotive Equipment | | | | X |
| Reaching | | | X | | Jumping | X | | | | Exposure to Dust, Gases and Fumes | | | | X |
| Lifting-50 lbs. | | | X | | Twisting | | | X | | Cramped Body Position | X | | | |
| Pushing/Pulling | | | X | | Squatting | | | X | | Sustained Positions | X | | | |
| Carrying | | | X | | Turning | | | X | | Noise Levels (Excessive) | | | | X |
| Throwing | X | | | | LEGS/FEET | | | | | Electrical Hazards | X | | | |
| EYES | | | | | Walking | | | X | | Slippery Surfaces | X | | | |
| Near Vision | | | X | | Standing | | | X | | Work Above Ground | X | | | |
| Far Vision | | | X | | Sitting | | | X | | Work Below Ground | X | | | |
| Color Vision | | | X | | Carrying | | | X | | Irregular Surfaces | | | | X |
| VOICE | | | | | Climbing | | | X | | Moving Objects | | | | X |
| Talking | | | X | | Jumping | X | | | | In High Volume Traffic | | | | X |
| EARS | | | | | Turning | | | X | | Exposure to Marked Changes in Temperature and Humidity | | | | |
| Hearing | | | X | | Lifting-50 lbs. | | | X | | | | | | X |

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EQUIPMENT USED

| | | | |
|-------------------|---------------------|--------------------|-------------|
| Personal Computer | Motor Grader | Chip Spreader | Dump Truck |
| Printer | Asphalt Distributor | Rubber Tire Loader | Chain Saws |
| Telephone | Skid Steer Loader | Mowers | Backhoe |
| Photocopier | Wacker Packer | Rollers | Sander |
| Lay Down Machine | Weed Eaters | Snow Plow | Misc. Tools |

MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate.

Six (6) years' experience in road maintenance and repair.

Two (2) years' supervisory experience.

Valid Kansas Class B Commercial Driver's License (CDL) with tanker endorsement and eligible to operate a County-owned vehicle (HR-2013-2).

Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to pass a pre-employment/periodic CDL physical(s)/drug screen(s) and a review of driving record.

Required to lift fifty (50) pounds.

Required to work under adverse weather conditions for extended periods of time.

Required to work additional hours (mandatory overtime) and/or may be called to work based upon the immediate needs of the department, in a proven emergency situation, or as determined by the appointing authority.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 07/05
Revision History: 01/19