



## COUNTY OF NYE

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### **CLASS TITLE: DISTRICT ROAD SUPERVISOR**

#### **BASIC FUNCTION:**

Under the general direction of the Road Superintendent and/or Public Works Director, oversees and directs the maintenance, repair and construction of the County owned and maintained roads. Exercises direct supervision over the Supervising Road Maintenance Worker, Lead Road Maintenance Worker, Road Maintenance Worker III, II and I and on occasion Temporary Road Maintenance Workers and may supervise office staff. Operates equipment and performs manual labor as needed.

Work may involve supervision of more than one Road Maintenance District of the County and includes the scheduling and assigning of a variety of personnel and heavy equipment to road maintenance. General supervision is received from Road Superintendent and/or Director of Public Works through discussions, a review of reports, inspections of work in process, and upon completion. The employee of this class is expected to exercise considerable amount of independent judgment and initiative in scheduling the assignment of personnel and equipment.

Work may involve responsibility for supervising and participating in the county landfill operations based on the County's policies & procedures for landfill operations, submitting appropriate landfill records, which may include recycling metal and other materials, to the Road Superintendent and/or Public Works Director.

#### **REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists.*

*Assigned job tasks/duties are not limited to the representative duties).*

1. Coordinates, coaches, and facilitates the assignment of work, evaluates and analyzes division issues, and recommends and implements solutions; reviews and adjusts schedules to meet work load demands and emergency conditions.
2. In correlation with the Director of Public and/or Road Superintendent participates in the interview and hiring process; trains employees, develops staff skills, prepares and executes performance evaluations and counsels employees concerning performance improvements, listens and responds to employee problems, concerns and complaints; issues warnings and reprimands for inadequate performance and improper behavior, advises and participates in counseling and termination of employees.
3. Work with the Heavy Equipment Mechanic personnel to ensure all equipment is in proper working order on a continuous basis.
4. Develops daily work schedules for all employees for maintenance and repair activities; organizes road maintenance work to be done throughout the County or assigned Districts; assigns special work projects; coordinates activities of staff and

the availability of equipment and materials, determines proper quantities of materials needed for road maintenance jobs, reads road plans and set grades.

5. Assists the Director of Public Works and/or Road Superintendent in developing, justifying and administering the budget for the Road Division and possibly Landfill. Estimates costs of repairs and construction projects; monitors expenditures on assigned projects to assure compliance with budgets; accounts for variances between projected and actual expenditures.
6. Supervises the construction, repair or maintenance of County roads and responds to job based contractors.
7. Conducts periodic surveys to evaluate County roads, bridges, culvert pipes, guard rails, ditches, signs and County property to evaluate and identify maintenance repair needs; prepares and submits reports as necessary to identify and address such repairs.
8. Investigates property owners' requests or complaints and follows through with appropriate action which may include but is not limited to encroachment violations regarding driveway permits culverts or drainage problems; assigns crews to these projects as necessary.
9. Responds in verbal and written formats, as necessary, to citizen complaints and inquiries; prepares studies, reports, and related correspondence regarding road maintenance activities, and related functions.
10. Performs and oversees repairs on bridges, guard rails, culverts, striping, asphalt repairs, slurry seals, sand seals, chip seal, crack sealing and other related road repairs. . Inventories materials and may oversee the sign shop and productions of signs.
11. Promotes a good working relationship with the County offices and representatives and provides support and/or services to other County Departments/Divisions, as appropriate.
12. Ensure that County safety policies and department procedures are followed by all personnel in the Road Department, and provide County issued Personal Protective Equipment (PPE). Ensure safety measures are followed on each assignment by placing barriers, warning signs, etc. for the public to follow. Oversees and/or coordinates safety training and meetings with the staff.
13. May monitor and oversee all operations and personnel at the County landfill. In addition, may work with public and private haulers and the general public using the landfill. Ensure safe and effective compaction and covering of solid waste and maintain environmental compliance of site.

#### **KNOWLEDGE and ABILITY**

Basic principles and practices of supervision; methods, materials, equipment, and tools used in road maintenance and operations; regulations which pertain to construction, repair and maintenance of County roads, culverts, and related facilities; occupational hazards and safety related to Road Department operations.

Ability to train staff in work methods and equipment operations; effectively supervise projects and operations consistent with department policies and goals; supervise and

evaluate the work of staff; work effectively under the pressure of deadlines and emergencies; establish and maintain effective working relationships with County employees and public; analyze activities and methods; select alternatives, project the consequences of proposed actions, implement work methods consistent with regulations and department policies and procedures; understand, interpret, and apply laws and regulations; communicate effectively in writing on matters related to department operations; operate road maintenance equipment.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of a G.E.D. or high school proficiency exam and/or work experience directly related to the duties and responsibilities of the class and lead supervisory experience. Five (5) years experience in road construction or maintenance. Ability to operate Heavy Equipment.

**LICENSES:**

Valid Nevada Class A Commercial Driver's license (CDL) with required endorsement for doubles / triples tankers and hazardous and flagger certificate.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Supervising Road Maintenance Workers, Lead Road Maintenance Workers, Maintenance Workers I, II & III and Temporary Road Maintenance Workers as needed and may supervise office staff.

**CONTACTS:**

Supervisor, co-workers, staff, contractors, vendors, public, and other department personnel.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Subject to continuous operation of equipment, driving, lifting, bending, regularly required to stand, walk, sit and drive, balance and stoop, kneel, crouch, or crawl and must be able to frequently lift and/or carry up to 50 pounds and on occasion lift and/or move up to 100 pounds.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Works both inside and outside; outside work occurs on a frequent basis and requires exposure to dust, fumes, airborne particles, high noise levels and extreme weather conditions; occasionally exposed to moving mechanical parts and vibration.