



CLASS SPECIFICATION FOR:

**Road Maintenance Supervisor I**

**General Statement of Duties:**

Supervises work crews with primary responsibility for performing a wide variety of tasks for the construction, paving, repair and maintenance of County-owned roadways and right-of-ways in all types, including extreme, traffic and weather conditions; serves as a working supervisor as needed; does related work as required.

**Distinguishing Features of Class:**

Primary responsibilities include first-line day-to-day supervision of work crews performing a variety of tasks pertaining to the construction, paving, repair and maintenance of County-owned roadways and right-of-ways; coordinating assigned work crews' work activities to ensure the efficient completion of work assignments and operation of the Road Construction and Maintenance Division; serves as a working supervisor as needed; and creates and maintains required records, documentation and reports. Work is performed independently under the general supervision. Researches and resolves, or recommends resolution, of a wide variety of complaints, problems, concerns and questions from citizens and others regarding road maintenance, road construction and drainage projects with unusual issues referred to the supervisor or appropriate department staff.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Supervises the work activities of assigned work crews performing a wide variety of day-to-day duties and tasks pertaining to constructing, patching and maintaining hard-surface roads, grading and graveling roads, installing driveway drain pipes, cleaning right-of-way ditches and streets, mowing grass and other tasks involving manual labor operations;
- Responsible for first-line day-to-day supervision: providing training, coaching and feedback, approving leave requests and timecards, setting schedules and giving work assignments, managing workloads, inspecting completed work for conformance with instructions and other requirements, creating and maintaining time, work order, incident and other records and reports, handling performance issues, completing and delivering performance appraisals, etc. for assigned staff;
- Responsible for or assists with the recruitment process, interviewing, selection and hiring;
- Trains employees on the safe performance of assigned construction and maintenance duties and operation of department equipment;
- May serve as working supervisor as needed performing a wide variety of construction, paving, repair and maintenance, equipment operation, and other duties, including working in confined spaces and under adverse weather and traffic conditions, as needed to ensure efficient operations of the Division;
- Performs heavy lifting, loading, pushing, reaching, stooping, and climbing or other manual labor tasks while working under adverse temperatures and weather conditions as needed;
- Performs preventive maintenance and makes minor repairs and adjustments to multiple types of heavy equipment as needed to ensure safe operation and condition of equipment as well as its readiness for use;
- Services and makes repairs on simple irrigation systems, storm drains and inlets as needed;
- Safely operates a wide variety of County commercial and non-commercial vehicles and heavy equipment with complex controls, demonstrating a high degree of skill and manipulative ability in all types of weather conditions as needed;
- Performs traffic control duties as needed which may include setting up traffic detours, signs, cones and flagging traffic within right-of-way;
- May research and resolve, or recommend resolution, of a wide variety of complaints, problems, concerns and questions from citizens and others regarding road maintenance, road construction and drainage projects;
- Assists with and participates in the department's response to all types of emergencies, including inclement weather, and performs related operational and manual assignments as needed;
- Utilizes required personal protection equipment (PPE) and other required safety equipment and measures at all times;
- Directs paving, road maintenance, and construction projects as assigned;
- Participates in all scheduled meetings and trainings;
- Assists with special projects as assigned;
- Develops and maintains a considerable up-to-date working knowledge and understanding of the Division's operations and department-specific equipment utilized in road construction and maintenance;
- Maintains a Class A CDL driver's license with any endorsements necessary to drive, operate and tow County vehicles and equipment necessary for and incidental to the construction and maintenance of roads and adjacent areas Countywide;



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- Maintains current valid certifications as required to perform assigned duties;
- Performs other duties as assigned.

### Required Knowledge, Skills and Abilities:

Considerable knowledge of the Division's operations and equipment; highly advanced ability to operate, maneuver and manipulate automotive and heavy motorized equipment with constant attention to safety of operation in order to prevent accidents; considerable working knowledge of motorized equipment and equipment specific to road construction and maintenance; considerable working knowledge of a wide variety of methods, equipment and materials used in road and drainage maintenance; some knowledge of the hazards in laboring work and of necessary safety precautions; ability to safely and efficiently operate common hand and power tools and other tools specific to assigned tasks; sound working knowledge of general maintenance and repair of motor equipment with demonstrated ability to safely and appropriately repair and maintain heavy equipment; physical condition that will permit heavy lifting, loading, pushing, reaching, stooping, and climbing while working under adverse temperatures and weather conditions; ability to work in confined spaces; sound working knowledge of the hazards in laboring work and of necessary safety precautions; considerable knowledge of traffic rules, traffic management rules, safety rules and regulations and accident-prevention practices; sound math skills with the ability to accurately track and report time and materials; ability to accurately prepare reports as needed; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to read and accurately comprehend, interpret, apply and communicate technical information accurately; ability to work under and fully understand and communicate detailed and complex instructions from the immediate supervision of a supervisor or who issues oral and written work assignments; sound problem solving skills with the ability to appropriately resolve a wide variety of issues; may require the ability to research issues and identify solutions; good supervisory skills including strong training skills and the ability to effectively manage workloads, direct the activities of assigned staff efficiently, and to foster and maintain high morale and engagement; ability to assign, oversee, and inspect the work of work groups of unskilled and semi-skilled road maintenance specialists engaged primarily in equipment operations, manual labor and maintenance duties; ability to work independently and with a team to complete assigned tasks safely and on time; ability to collaborate effectively with all levels of department staff; personal accountability including teamwork and establishing and maintaining positive working relationships with all levels of department staff; good communication and good interpersonal skills with the ability to express ideas clearly and concisely, orally and in writing; efficient computer skills with ability to create, track and approve records in various systems used by the Department and the County; sound working knowledge of forklift operations with the ability to train others on the safe operation of forklifts; excellent customer service skills, tact, and courtesy with the ability to positively and appropriately represent the County in all interactions with the public. Requires a safe driving record with the ability to safely operate County-owned vehicles and equipment. Requires ability to work a flexible schedule that may occur any day of the week, including weekends, and during various day and evening hours as needed.

### Minimum Education and Experience:

Education: Completion of grade school required, completion of high school preferred;

Experience: Three (3) years of relevant work experience with two (2) years serving in a crew leader or supervisory capacity;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Requires a valid driver's license with a safe driving record.
- Requires a valid Class A CDL with tank endorsement N and without restrictions.
- Requires a valid VDOT flagging certification.
- Requires a valid confined space certification (may be obtained through County training).
- Requires a valid forklift operator's certification (may be obtained through County training).