

**CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION**



Position Title:	Assistant Road Supervisor
Department:	Road Department
Reports To:	Road Supervisor
FLSA Status:	Exempt, salary
Employment Status:	Full Time – 80 hours Biweekly
Pay Grade:	6

SUMMARY:

The Assistant Road Supervisor is responsible for overseeing daily projects and work crews on assigned job sites throughout Campbell County.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: includes, but are not limited to:

- Assists in the administration of daily functions, operations, and activities of the Road Department;
- Assists with planning and directing all general maintenance, construction, and/or expansion of county roads and bridge systems;
- Communicates with public in professional manner so as to facilitate completion of Road Department projects;
- Maintains safe and efficient working conditions by conducting pre-project meetings and inspecting job sites to identify and correct possible safety hazards;
- Monitors employees to ensure they are compliant with both federal safety mandates and safety regulations established by Campbell County, assists employees with IT and HR related topics;
- Conducts regular inspections of projects to check for inconsistencies and deviations from company-established quality standards;
- Conducts right of way inspections;
- Supervises Road Crews on a daily basis and prepares reports on employee performance, working conditions and productivity as required;
- Logs all materials used and location in order to track costs;
- Attends workshops and classes relevant to Road Department;
- May be assigned to assist the Road Supervisor with the bid process for projects, procurement process for equipment and supplies and other related management initiatives; and
- Assumes duties/responsibilities of coworkers and may assume responsibilities of the Road Supervisor in his/her absence and performs other duties as assigned.

QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Ability to establish and maintain effective working relationships with employees, county officials, and the general public;
- Strong customer service, supervisory, and staff management skills;
- Ability to read and interpret documents such as safety rules, maintenance instructions, and procedure manuals;
- Ability to prepare routine reports and correspondence;
- Strong oral and written communication skills;
- Considerable knowledge of the geography of the county;
- Ability to drive trucks and operate all other equipment used by the department;

- Competent computer skills, including proficiency in Microsoft Office;
- Intermediate mathematical skills with the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals as well as the ability to compute rate, ratio, and percent;
- Ability to work in wet and/or humid conditions, fumes or airborne particles, outside weather conditions, extreme cold, and extreme heat;
- Ability to work after hours and be on-call; and
- Ability to meet the physical demands of the job if needed which includes, but not limited to, use of close vision, depth perception, and the ability to adjust focus, and sitting, walking standing, reaching, stooping, kneeling, crouching or crawling, and lifting objects that weigh up to 50 pounds on a routine basis.

POSITIONS SUPERVISED: Daily supervision of all crew-level members assigned to the Road Department.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and five years of field operations and road construction experience preferred, and at least three years of supervisory experience preferred; or equivalent combination of education and experience. Public sector experience preferred. Completion of college coursework in construction management, engineering, business administration or closely related field is preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a Valid Class A Commercial Driver's License is required at the time of hire or promotion, and a condition of employment as the Assistant Road Supervisor.
- Pesticide spray license preferred.

My signature below signifies that I have reviewed and understand the contents of the position description. I am aware of the requirements of the positions, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee Signature

Date

Supervisor Signature

Date