

**CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION**



Position Title:	Road Supervisor
Department:	Road Department
Reports To:	County Administrator
FLSA Status:	Exempt, Salary
Employment Status:	Full Time, 80 hours Bi-weekly
Pay Grade:	7

SUMMARY:

The County Road Supervisor serves as the Director of the Road Department and is responsible for planning, directing, coordinating, and supervising all functions and staff of the County Road Department.

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

- Directs and administers the functions, operations, and activities of the Road Department;
- Supervises, evaluates, plans work objectives and/or corrective actions for employees assigned to the Road department; ensures completion of routine and ongoing maintenance duties;
- Plans and directs all general maintenance, construction, and/or expansion of county and park roads and bridge systems;
- Directs all snow and ice removal activities as needed;
- Prepares specifications concerning all heavy equipment; solicit bids and cost estimates for projects and equipment;
- Develops project management plans and budgets and prepares cost analysis for projects;
- Reviews the needs, programs and projects and develops departmental budget; monitors ongoing expenses and revenues of the department;
- Maintains equipment inventory and manages the Road Department equipment replacement schedule;
- Plans and directs asset management for the AJ Jolley Lake Dam including monthly inspection and reporting, internal and contractor-provided large maintenance project management, coordination of engineering reports, preparation and management of an annual budget for engineering and related services, and serving as a liaison to the Kentucky Department of Water. Plans and directs asset management and maintenance of the Martha Lane Collins Dike.
- Works with the County Parks and Recreation Manager to plan park road and facilities construction; and
- Assumes duties/responsibilities of direct reports and performs other duties as assigned.

QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Knowledge of materials, methods and techniques used in construction and maintenance operations;
- Ability to interact tactfully and maintain effective working relationships with elected officials, peers and members of the public;
- Ability to plan and budget for long term projects;
- Knowledge of techniques necessary to supervise departmental personnel functions including training, promotion, scheduling, and progressive discipline;
- Demonstrated leadership and decision making ability;
- Excellent communication and interpersonal skills (i.e., ability to respond to sensitive inquiries or complaints from employees, regulatory agencies, business community members, or the general public);

- Ability to read, analyze, and interpret a variety of complex and technical information, instructions, policies, procedures, professional publications, government regulations, financial reports, and legal documents; and
- Ability to write reports, business correspondence, policy, and procedure manuals.

POSITIONS SUPERVISED: Assistant Road Supervisor (1), Administrative Assistant (1), Road Maintenance Specialists 1, 2, & 3 (13), and Mechanics 1, 2 & 3 (2).

EDUCATION, EXPERIENCE AND CERTIFICATION:

Bachelor's Degree from an accredited college or university in construction management, business administration, public administration, or other job-related field, plus five years of field operations and road construction experience, and two years supervisory experience; or equivalent combination of education and experience. Public sector experience is strongly preferred.

Must possess at the time of hire or promotion, or within three months of appointment, certification as a County Road Engineer by the Kentucky Department of Highways per KRS 179.020.

NECESSARY SPECIAL REQUIREMENTS:

- Must possess a valid driver license. A Class A CDL license is 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