



Roads Supervisor

Job Description

Department: Public Works
Position: Career Service
Grade: 725
Supervisory: Supervisor
Reports to: Division Manager – Roads

Summary

Under the general direction of the Roads Division Manager, oversees and performs work related to the maintenance, construction, and repair of Utah County Roads. Supervises full-time and temporary road crews.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of assigned personnel.
2. Assist with staffing decisions including hiring, training, performance evaluation, scheduling of workload, delegation of assignments, and retention of assigned personnel.
3. Participate as a member of the Division Management Team; inform and advise the team of project and maintenance status.
4. Make budgetary recommendations for capital and operational expenses.
5. Supervise construction, maintenance, inspection, and snow removal for County roads, bridges, culverts, gutters, sidewalks, fences, and other facilities.
6. Assist with planning, design, maintenance, and construction of County roads; develop project plans; determine the materials, equipment, and labor force needed to complete projects; order materials and equipment, as needed.
7. Meet with contractors, government agencies, and the public to schedule projects and resolve concerns.
8. Oversee and monitor safety standards and use of safety equipment; prepare and conduct monthly safety classes for Division employees.
9. Perform nightly road inspections, as needed.
10. Operate heavy equipment, as needed.
11. Transport equipment and materials to and from job sites, as needed.
12. Act as Roads Division Manager in the absence of the Roads Division Manager.
13. Respond to emergency situations on an on-call basis, as assigned.

For Office Use Only

Job Code: 7023
Job Title: Roads Supervisor
FLSA: Non-Exempt
Effective Date: 8/17/2023
Public Safety: No

Worker's Compensation: Roads
Background Level: I
Safety Sensitive: Yes
DOT: Yes
ML: Supervisor

Knowledge, Skills, and Abilities

- Knowledge of safety inspection practices and procedures
- Knowledge of road construction methods
- Knowledge of mechanical applications
- Skilled in supervisory techniques
- Skilled in reading, writing, and basic math
- Skilled in problem solving
- Skilled in reading blueprints
- Skilled in operating road construction and heavy equipment
- Ability to maintain cooperative relationships with those contacted during work activities
- Ability to effectively train others in work processes and day-to-day roads activities
- Ability to communicate effectively verbally and in writing
- Ability to organize tasks efficiently
- Ability to maintain files, records, and reports

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

This job is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This position exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, poor ventilation, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate to loud. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

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

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is required to type, file, and lift supplies or equipment up to sixty (60) pounds. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee regularly drives a motor vehicle.

For Office Use Only

Job Code: 7023

Job Title: Roads Supervisor

FLSA: Non-Exempt

Effective Date: 8/17/2023

Public Safety: No

Worker's Compensation: Roads

Background Level: I

Safety Sensitive: Yes

DOT: Yes

ML: Supervisor

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associate degree or equivalent in road maintenance, road design, road construction management, or a related field.
2. Six (6) years of heavy equipment operation work experience in general road construction.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with lead or supervisory experience.

Additional Eligibility Qualifications

1. Applicants must possess a valid State of Utah Class A Commercial Driver's License with N and T endorsements. Some positions may be required to obtain an X endorsement.
2. Selected applicants must obtain Forklift Operator certification during the probation or trial period.
3. Selected applicants must obtain State of Utah Flagger certification during the probation or trial period.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

For Office Use Only

Job Code: 7023
Job Title: Roads Supervisor
FLSA: Non-Exempt
Effective Date: 8/17/2023
Public Safety: No

Worker's Compensation: Roads
Background Level: I
Safety Sensitive: Yes
DOT: Yes
ML: Supervisor

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

For Office Use Only

Job Code: 7023
Job Title: Roads Supervisor
FLSA: Non-Exempt
Effective Date: 8/17/2023
Public Safety: No

Worker's Compensation: Roads
Background Level: I
Safety Sensitive: Yes
DOT: Yes
ML: Supervisor