

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **ROAD MAINTENANCE SUPERVISOR**

Spec No. 8052

### **BASIC FUNCTION**

To plan, schedule and supervise the work of employees engaged in the county-wide maintenance, repair, construction and operational activities of the Road Maintenance Division's major program areas which include, but not limited to: road-shoulder maintenance and vegetation control; sub-grade repair, patching, maintenance paving and chip sealing; ditching, culvert and storm water retention system cleaning and repair; bridge maintenance; traffic control device installation and maintenance such as signs, striping, crosswalks, arrows, buttons, guardrails and jersey barriers; roadside hardware installation and maintenance such as retaining walls, river and stream slope improvements; small day labor construction projects; road closures: emergency, weight restricted and seasonal; noxious weed control and nuisance vegetation mitigation; potholes; production of road materials; response to natural emergencies; and, off right of way storm water control and retention systems.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Supervises and coordinates the county-wide maintenance, repair, construction and operational activities of one or more of the Road Maintenance Division's major program areas as assigned; reviews, prioritizes and prepares work schedules; orders and requisitions equipment, materials and supplies as necessary; coordinates operations with other units of the Roads Division and with other county departments and agencies as necessary; serves as operations coordinator during emergency conditions as required.
2. Plans, schedules and supervises the work of subordinate employees; monitors and evaluates the work of subordinate employees; recommends a variety of personnel actions to superiors as necessary, including the hiring, discipline, transfer and promotion of subordinates; sets and communicates goals and performance expectations and monitors and communicates performance results; trains or supervises the training and certification of new employees as necessary; responds to employees questions, concerns and grievances.
3. Inspects work in progress and upon completion to ensure compliance with work orders, plans and specifications; enforces rules and regulations; reviews and evaluates work methods and procedures to ensure safe working conditions and efficient operations, and recommends changes as appropriate.
4. Investigates claims, lawsuits, complaints and requests related to and for Road Maintenance program work as necessary; conducts site inspections and determines the scope and extent of required work; prepares estimates for material, equipment and labor requirements as necessary; personally supervises emergency repair work as required, and responds to natural emergencies and disasters as necessary.

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### STATEMENT OF ESSENTIAL JOB DUTIES

5. Effectively and efficiently coordinate and communicate with management, co-workers and others as necessary to meet Division program directives; may be assigned to supervise one or more Division program areas, and cover for other Division supervisors as needed.
6. Maintains required records and prepares reports and correspondence as necessary; develops and administers accurate project and program related budgets.

### STATEMENT OF OTHER JOB DUTIES

7. May provide on-the-job training.
8. Performs related duties as required.

### MINIMUM QUALIFICATIONS

Six (6) years of experience in multiple disciplines responsible for road and right-of-way construction, maintenance and repair (such as: bridge, retaining wall, guardrail, road-shoulder maintenance, vegetation control, traffic control devices, etc.) including at least four (4) years in a lead or supervisory capacity; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### REQUIREMENTS

A valid Washington State driver's license is required within 30 days from the date residency is established in Washington State.

A valid Traffic Flagging Card, First Aid and CPR certification is required within six months of employment.

Job offer will be conditioned on a satisfactory review of: current and valid three year driver abstract from DOL and satisfactory results of a post-offer drug screen test. Applicants are subject to a criminal background check as part of the hiring process.

### SPECIAL REQUIREMENTS (Depending on work assignment(s))

#### TRAFFIC OPERATIONS:

Successful completion of a minimum of one comprehensive training course in application of MUTCD standards (e.g. U.W. Tran speed course) is required within the probationary period for the incumbent.

Certification as a traffic control supervisor is required prior to the end of the probationary period for the incumbent.

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### **INTEGRATED VEGETATION MANAGEMENT:**

A valid Public Operator's license issued by the Washington State Department of Agriculture with certifications for herbicide applications on rights of way, ornamental weed control applications and aquatic control applications must be obtained within the probationary period, and maintained for the duration of the assignment to the position.

### **PREFERRED QUALIFICATIONS:**

Preference may be given to applicants with college or university level coursework in engineering, project/construction management, business administration, and computer science AND/OR proficiency in report writing and use of spreadsheets.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- the capabilities, operation and maintenance of the full range of construction, and maintenance equipment used to meet the demands of the Division program area assigned
- federal, state, and local laws, rules and regulations governing the operation of heavy motorized equipment
- the actual and potential hazards and safe work practices associated with the work
- best management practices associated with Division program area work assignments
- regulatory requirements associated with Division program area work assignments
- personal computers, Microsoft Office; which includes Outlook, Word and Excel and additional software programs as needed
- and, depending on the Division program area work assignment(s) assigned
- the principles and practice, procedures and methods followed in all phases of road, bridge, retaining wall, and/or guardrail maintenance repair, pavement surfacing operations, embankment repairs, and/or the construction of engineered log jams
- the equipment, materials and tools used in road, bridge, retaining wall, and/or guardrail maintenance repair work and patching, as well as embankment repairs, and the construction of engineered log jams
- the principles and practices, procedures and methods followed in all phases of efficient, safe and effective traffic control operations and traffic engineering
- application of the Manual on Uniform Traffic Control Devices as it relates to the maintenance and installation of traffic control devices (signs and markings)
- the principles and practices, procedures and methods followed in all phases and types of Integrated Vegetation Management

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### KNOWLEDGE AND ABILITIES (CONTINUED)

Ability to:

- plan, organize, coordinate and supervise the work of subordinate employees
- read, interpret and work from a variety of blueprints, drawings, work orders, maps, etc.
- analyze and determine resource requirements for all types of Division repair and maintenance work
- analyze work assignments and provide technical advice, or request modifications, to meet complex laws and regulations
- working collaboratively with co-workers evaluate needs, allocate and make effective use of available resources
- establish and maintain effective work relationships with all staff, co workers, superiors and the union
- work in a team based environment and achieve common goals; communicate courteously and professionally with all staff, co-workers, superiors, the union and the general public, both verbally and in writing
- display good communication skills including the ability to effectively delegate and provide clear verbal and written direction and instructions
- learn a variety of supervisory and technical skills associated with Division's program areas including obtaining and maintaining program specific certifications as necessary and directed
- remain composed and professional in stressful situations
- project a positive "teamwork" attitude while interacting with coworkers, supervisory personnel, the media and the public
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### SUPERVISION

Employee reports to the Road Maintenance Operations Manager and/or Division Director.

### WORKING CONDITIONS

Employees may be required to work evenings, weekends or holidays in addition to their normally assigned shift and are subject to call out any time for emergency conditions.

May be required to carry a wireless pager and be on call, on a rotational basis, 24 hours per day, 7 days per week as first responder to emergency situations.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: Pre 1980 as Maintenance Foreman

Previous Spec No. 911895

Revised: September 1983, December 1998, June 2002, September 2009, December 2012;

Revised: April 2013, June 2013

EEO Category: 8 - Service Maintenance Workers

Pay Grade: 244 – Classified Pay Plan

Workers Comp: 1501 Hazardous