

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: SENIOR ROAD CREW SUPERVISOR
DEPARTMENT: TRANSPORTATION
REPORTS TO: ROAD SUPERINTENDENT

CLASS CODE: 31074
FLSA STATUS: N
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under limited supervision, supervises, directs, and coordinates a large crew or several small crews in the construction, repair, and maintenance of County roads in assigned area. The work consists of the more complex and varied supervisory and administrative duties in a large operational unit. Incumbents in this classification receive limited supervision within a broad framework of standard policies and procedures.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: training in job skills; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

Assigns the daily and monthly work load for several crews within a large district.

Monitors and directs the work of subordinate supervisors in the construction, repair, and maintenance of County roads in an assigned area.

Maintains and prepares daily work records, progress reports, and other related correspondence.

Maintains inventory and material stock-piling records.

Supervises various special maintenance and construction activities as assigned.

Prepares and submits requisitions for personnel, equipment, and other related necessities.

Inspects and evaluates the condition of roads and other related public works projects in assigned area.

Anticipates and estimates repair costs for road maintenance and re-construction including the cost of labor, equipment, and materials.

Assigns and supervises the general maintenance and safety of assigned equipment, shops, vehicles, and storage areas.

Trains and evaluates personnel in the maintenance, repair, and construction of roads, culverts, access areas, and other similar projects.

Serves as liaison for the department to property owners, businesses, and private contracts.

Assists in making recommendations in the selection and disciplining of personnel.

Monitors construction by non-county crews when encroachment or right of entry permits are involved; assures compliance.

Participates in road maintenance and construction and equipment operation as needed.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Vehicle General Road Maintenance Equipment	Road Grader	Back Hoe
Dozer Gradall	Bucket Truck	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

Six or more years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Class B Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

The provisions for safe road construction/maintenance and the operation of light and heavy equipment.

Light and heavy road construction equipment including the operation, servicing, and minor repair of equipment.

Procedures, methods, tools, and equipment utilized in road construction, repair, and maintenance.

Recordkeeping, report preparation, filing methods and records management techniques.

Standard business arithmetic, including percentages and decimals.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal and local ordinances, laws, rules and regulations.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, both orally and in writing.

Preparing clear and concise reports, correspondence and other written materials.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

While performing the essential functions of this job the employee is regularly required to stand, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 50 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is frequently exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and risk of electrical shock.

The incumbent's working conditions are typically moderately loud.

file: srrdcsp.31074

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.