



## ROAD MAINTENANCE SUPERINTENDENT

**Department: Planning and Public Works**

**Job Class: 930700**

**Pay Range: Professional 11**

**FLSA: Exempt**

**Represented: No**

Classification descriptions are intended to present a descriptive list of duties performed by employees in this class. Classification descriptions are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is responsible supervisory and administrative work assisting in the direction of the county road maintenance operations. The employee in this class is responsible for administering the annual maintenance, asset management and process improvement programs and budgets and for overseeing the day to day road maintenance activities.

**SERIES CONCEPT:** This job class is part of the Road Maintenance Operations management team. The position is distinguished from other supervisory maintenance positions by its county-wide maintenance program responsibility and by the amount and substantive nature of the administrative responsibilities. It is further distinguished by the amount and degree of independent judgment required, and by the scope of its overall authority.

### **ESSENTIAL FUNCTIONS:**

- Manage, supervise, and coordinate activities of a designated unit; determine work procedures, prepare work schedules, and determine methods for expediting workflow.
- Assign, review, and approve work of subordinate staff; investigate grievances involving subordinates and recommend resolution; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Review and analyze cost data of completed projects; prepare cost estimates and participate in the development of annual budgets.
- Prepare, develop, and formulate maintenance plans, schedules, and timetables; assist in establishing and administering road maintenance policies and standards; communicate and direct implementation of changes in policies, standards, and regulation to subordinates.
- Ensure division is complying with applicable safety regulations; monitor and evaluate division's injury and safety records, initiate mitigation efforts to reduce injuries and improve safety within the division; conduct periodic safety and training meetings for supervisory staff.
- Receive, review, and investigate major complaints related to roadbed, road surface, drainage or other right-of-way deficiencies and traffic hazards; initiate corrective action or assign the problem to appropriate individual for disposition.
- Understand and apply Asset Management and Process Improvement methodologies to maintenance programs.
- Conduct in-depth analysis of maintenance, operations and preservation data to determine program efficacy and to identify improvement opportunities.
- Supervise and coordinate activities of Planning and Public Works supervisors; assign specific projects and monitor activities to ensure compliance with county standards.
- Control and allocate available resources; prioritize projects on the basis of greatest need and monitor budget to allow maximum utilization of resources.
- Initiate and conduct special studies in order to develop improved methods and procedures in the performance of road maintenance activities; analyze data and make recommendations.
- Periodically inspect all county roads and right-of-ways to detect potential maintenance problems and review projects in progress and upon completion.

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### **Classification Description**

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#### **ESSENTIAL FUNCTIONS (continued):**

- Facilitate and integrate road maintenance activities with those of other departments and agencies; serve as liaison with local contractors, utilities and improvement districts in order to develop and maintain cooperation.
- Assist in recruiting and selecting new employees; receive employee grievances and review circumstances; monitor performance of employees; recommend disciplinary action as necessary.
- Review engineering plans and specifications and prepare recommendations for action.
- Plan and schedule county-wide road maintenance training and coordinate equipment usage among road shops.
- Prepare and maintain a variety of computerized and manual records and reports.
- Ensure consistent interpretation and application of laws, rules, policies and procedures.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Participate in and support development, measurement and execution of the mission, goals, and objectives of the County, department, division, and individual work groups.
- Attend staff conferences, meetings, and seminars as a representative of the Roads Division.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

#### **OTHER JOB FUNCTIONS:**

- Perform other related duties as required.

**SUPERVISION EXERCISED AND RECEIVED:** Direct supervision is exercised over lower level supervisors and, through delegation, over employees within the road maintenance operation. General direction in the form of policy guidelines and technical assistance is received from the Maintenance Manager of the Department of Planning and Public Works. Work is reviewed through periodic conferences and reports as well as by observation and by public reaction to the services provided.

**WORKING ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounter while performing the essential functions.

Work is performed in an office environment, at a road shop location, or occasionally out in the field.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Required physical activities include: finger dexterity to use and operate a personal computer; drive to various shop and work site locations; communicate effectively both orally and in writing; use of eye sight in order to inspect road maintenance construction work in progress and read and interpret plans, specifications, safety requirements, policies and procedures and related regulations. Work around hazardous traffic conditions and heavy construction equipment is required. Lifting requirements are minimal for this classification.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Knowledge of:**

- Current road maintenance practices and procedures.
- Accepted supervisory methods and techniques.
- The principles and practices of organizational management.
- The basic engineering principles applicable to road maintenance activities.
- Maps and Geographic Information Systems tools
- Mobile device usage; tablets, smart phones, etc.
- Process Improvement methodologies
- Asset Management principles and applied methodologies

### **Skill in:**

- Use and operation of personal computer, word processing, spreadsheets and related office equipment.

### **Ability to:**

- Plan, organize, coordinate, and evaluate the work activities of subordinates.
- Establish and maintain effective working relationships with superiors, subordinates, and other department officials.
- Deal tactfully and courteously with the public.
- Understand and interpret engineering plans and specifications and to direct activities based on such analysis.
- Analyze maintenance records and accurately project road maintenance and construction costs.
- Collect, examine and evaluate data and operations and develop acceptable solutions to difficult maintenance problems.
- Understand, interpret, and apply administrative policies and guidelines.
- Effectively coordinate, perform, and complete multiple duties and tasks concurrently and in a timely manner.
- Plan, implement, and monitor department long and short range goals, plans and programs.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational, and economic backgrounds.
- Ensure safety programs are enforced and adhered to.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions.

**MINIMUM REQUIREMENTS TO APPLY:** Six (6) years of supervisory infrastructure maintenance management experience is required. Additional education in construction methods, supervisory and management techniques, road maintenance, engineering, or a closely related field may substitute for the required experience to a maximum of two (2) years. Road Maintenance experience and Lean Six Sigma Greenbelt certification is desirable.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A Washington State Driver's License is required within thirty days of appointment. Ability to successfully complete all required background investigations. A physical examination and drug test by a County-approved examiner may be required prior to appointment.