



Your county logo here

Your county logo here



Job Title	R&B Supervisor	Job Code	Job Grade
Reports to		Position #	FLSA Code
Department		Location Code	SIC Code
Division		CS Code	EEO Code

Summary of Functions:

Directs and manages all resources associated with public works program. Develops, implements, and monitors program and project schedules to ensure effective and efficient completion of construction or service delivery. Directs and manages field supervisors and program staff engaged in roadway reconstruction/rehabilitation, surface treatments, traffic control, secondary drainage, right-of-way maintenance, emergency response, community restitution and customer services programs.

Distinguishing Characteristics:

This classification is responsible for directing and managing public works programs and projects through subordinate supervisors. This classification will require a flexible work schedule in order to meet the needs of the department.

Management Scope: Supervises subordinate supervisors.

Duties and Responsibilities

% of Time

Essential / Non-Essential

1. Manages road maintenance programs and program elements, including roadway reconstruction/ rehabilitation, traffic control, secondary drainage, right-of-way maintenance, sign fabrication and customer services programs. Manages other road maintenance related programs and coordinates contract purchases of road maintenance materials.

2. Directs and manages through subordinate field supervisors, work crews and other staff to ensure policies and procedures are followed, work and safety standards are maintained, and schedules are met. Oversees and participates in interviewing, hiring, coaching, counseling, disciplining and performance appraisal.

3. Develops and prepares program objectives and schedules and budgets for each element, including the determination of resources required to meet work plan objectives. Coordinates deployment of resources within individual programs and program elements by reviewing and approving schedules and resource assignments.

4. Manages and participates in development of construction, equipment and material specifications for various programs and projects. Documents project scope, duration, and resource utilization. Approves proposed project design and/or scope changes during construction.
5. Evaluates program objectives and documents alternative or modifications to objectives or construction methods. Presents objectives and program goals and schedules to internal staff and the public. Answers questions to clarify program goals and objectives.
6. Evaluates road and right-of-way conditions and formulates decisions regarding method and extent of repair required. Determines resources required to complete repair including staff, materials, and equipment.
7. Communicates with and responds to constituents, other departments and public or private entities requests for services or projects.
8. May organize and manage the departments or division operations/dispatch center, administrative support, and emergency response operations.
9. Performs other job-related duties as assigned.

Minimum Qualifications

Education, Experience and Training:

Bachelor's degree in Civil Engineering, Public Administration, Planning or a directly related field **AND** six (6) years of increasingly responsible road, bridge and/or drainage structure maintenance and construction experience, including three (3) years of progressively responsible supervisory or management experience;

OR,
Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

Preferred:

Texas Class A or B CDL.

Knowledge, Skills & Abilities:

Knowledge in:

- * Management principles, practices and techniques.
- * Policies, practices, procedures and methods of road maintenance and construction.
- * Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- * Equipment, materials and standards used in the construction and maintenance of roadways.
- * Applicable safety practices and regulations.
- * Budgetary preparation, principles and techniques.
- * Equipment and tools used in road maintenance and construction.
- * Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:* Managing, training, developing, assigning, coaching, and evaluating staff.

- * Managing road maintenance and construction operations.
- * Budgeting resources and costing estimation and allocation techniques.
- * Operating a variety of road maintenance equipment safely.
- * Both verbal and written communication.

Ability to:

- * Plan, schedule, prioritize, direct, implement and monitor the work of staff.
- * Plan, schedule and manage road maintenance and construction functions.
- * Estimate materials, equipment and personnel needed for road and bridge reconstruction and maintenance projects.
- * Monitor project progress and develop related reports and statistics.
- * Inspect conditions and recommend effective technical solutions.
- * Safely and correctly apply road and sign construction and maintenance techniques.
- * Read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals.
- * Manage time well and meet timelines.
- * Communicate effectively.
- * Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

Physical/Environmental Requirements and Other Information:

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human fecal matter, insects, and rodents. Requires the use of Personal Protective Equipment as required by job circumstances.

(YOUR COUNTY NAME) employees play an important role in business continuity. As such, employees may be assigned to business continuity efforts outside of normal job functions.