

MARION COUNTY

HIGHWAY MAINTENANCE SUPERVISOR

Summary of Position

Under direction, is responsible for supervising several County Highway crews in the construction, maintenance and repair of County roads, culverts, bridges, ditches, guardrails, etc.; safe operation and acts as maintenance supervisor to lead and train crews. Has knowledge of large motorized vehicles utilized in the construction and maintenance; can perform duties of Operator I if required; also has knowledge of preventative maintenance on equipment and facilities; performs other related duties as required.

Illustrative Duties

- Serves as the field Supervisor in the construction, maintenance and repair of County roads, culverts, bridges, ditches, guardrails, etc.
- Understands the safe operation of a variety of equipment with proficiency and consistency
- Uses hand and power tools (e.g., power saws, power drills, vibrators, jacks, etc.) to supervise related skilled labor in performance of assigned duties (e.g., repairs/installs guardrails, installs signs and pavement markings, repair of road and roadside drainage, vegetation control of County Road Right of Ways and County Petitioned Ditches
- Acts as a Maintenance supervisor to lead and train crews; determines work assignments; determines needs of the work crew; orders materials; completes daily reports; responds to emergencies; dispatches personnel on emergency responses; ensures work complies with established standards and time schedules
- Completes daily time sheets and maintains time and material records (e.g., researches activity functions, etc.) and records of work completed
- Responds to routine public inquiries in a courteous manner
- Ensures routine preventative maintenance on equipment in accordance with preventative maintenance program is being completed (e.g., checks fluid levels, lubricates equipment, cleans and washes trucks, plows, equipment, etc.)
- Directs and ensures that care and maintenance of equipment used (e.g., changes oil and filters, checks systems, replaces worn parts, etc.)
- Maintains required licensures and certification
- Meets all job safety requirements and all applicable safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Necessary Skills, Knowledge and Abilities

- Knowledge of and safe operation of the following equipment: skid loader, grader, large backhoe, bulldozer, aggregate spreader, roller, loader asphalt distributor, dump truck, snow plow, salt spreader, tractor/mower/broom, side arm mower
- Ascends and/or descends ladders, stairs, scaffolds; works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms (e.g., man lifts, aggregate spreader)
- Is exposed to possible injury from extremely noisy conditions above 85 db; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury as a result of falling from high places
- Works in or around crowds; has contact with potentially violent or emotionally distraught persons
- Has exposure to potentially vicious animals
- Has exposure to life threatening situations
- Has exposure to hot, cold, wet, humid, or windy weather conditions
- Has exposure to hazardous driving conditions
- Works second shift, third shift, irregular hours; works rotation shift
- Has exposure to shaking objects of surfaces

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Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

Knowledge of: County, Department, and Division goals and objectives

(*indicates developed after employment)

- *County, Department, and Division policies and procedures
- *personnel rules and regulations; construction plans and drawings; road and bridge construction maintenance and repair
- *safety practices and procedures
- *organizational policies and procedures
- *vehicle and equipment maintenance and repair
- *snow and ice removal
- supervisory principles and policies

Skilled In:

- Motor vehicle operation
- Construction safety
- Public interaction
- Traffic safety

Ability to:

- Develop and maintain effective working relationships
- Perform job safely
- Communicate effectively
- Accomplish work; maintain project schedule
- Read and interpret construction plans
- Perform duties for extended periods of time in adverse conditions; recognize unusual or threatening conditions and take appropriate action
- Deal with many variables and determine specific action, understand and communicate general instructions

Directly Supervise:

Equipment Operator I

Equipment Operator II

Highway Maintenance Worker

Qualifications Desirable for Employment

- Completion of secondary education or equivalent; six (6) years of experience operating construction equipment
- Ability to interpret maps, and construction plans
- Understand and communicate general instructions
- Perform manual labor for extended periods of time in adverse weather conditions
- Possession of valid Commercial Driver's license class B or ability to obtain within 12 months, or any equivalent combination of education, experience, and training which provides the required knowledge, skills and abilities
- Must possess or ability to obtain within 12 months a valid Ohio Class B CDL driver's license and maintain insurability under the County's vehicle insurance policy. Possession or ability to obtain a "Commercial Pesticide Applicator" with the Ohio Dept. of Agriculture is desirable