

CLINTON COUNTY ROAD COMMISSION
JOB DESCRIPTION

TITLE: EAST/WEST DISTRICT COUNTY ROAD SUPERVISOR

FLSA: EXEMPT

GENERAL SUMMARY:

Under the direction of the Director of Operations, supervises the maintenance/construction crews. Determines and suggests needed repairs on county roadways. Prepares estimates and follows road maintenance/construction projects from initiation through completion of the project. Is responsible for the care and maintenance of all roads and bridges in the Clinton County Road system. Must perform supervisor and administrative tasks associated with road construction and maintenance.

ESSENTIAL FUNCTIONS:

1. Meeting with the Director of Operations, and the Managing Director township supervisors, and contractors to discuss road problems and schedule maintenance/construction work throughout their areas. The Supervisor is the main point of contact between the road commission and the township.
2. Provide the Managing Director and Director of Operations with an up-to-date report on the conditions of the roads within their district.
3. Resolve public complaints and take necessary corrective action to the limit of their authority.
4. Member of Safety Committee. Assist in program/policy and guidelines and work zones-as needed.
5. Enforce all safety practices and guidelines.
6. Responsible for the inspection of erosion/sedimentation control devices and seeding.
7. Scheduling and assigning staff to projects and/or daily tasks.
8. Estimating costs for county road maintenance/construction projects.
9. Preparing information to be called into the Miss Dig system for county road work.
10. Responsible for ice control, snow removal, and plowing of county roads and inspection, scheduling, and grading of the county gravel roads.
11. Inspecting and maintaining cross culverts on the county road system.
12. Inspecting roadways to determine best practices. (ie. Over band, chip seal, skip patch, paving, etc.)
13. Supervising the gravel and culvert crews on county road projects.
14. Coordinating county road brush cutting, brush mowing, tree trimming, and tree removal operations.
15. Coordinating the removal of trash, etc. on the county road system.
16. Works with the Director of Operations to ensure staff meet road commission goals and objectives, providing necessary development and in-service training for all staff.
17. Works with the Director of Operations in counseling/disciplining, and evaluations of employees.

18. Works with the Director of Operations to ensure that crews will be available in the event of an emergency. (i.e. storm or emergency condition response outside of normal working hours.)
19. Being on call for emergency conditions includes seasonal weekend rotations and after-hours.
20. Help coordinate, schedule, and inspect grading for chloride operations.
21. Processing and approval of drive permits through the Oxcart Permits System, and inspection of drive permits and all necessary paperwork involved.
22. Instruct and assist employees, as needed, with timecard entry in the electronic timekeeping system.
23. Daily electronic timecard approval through the electronic timekeeping system.
24. Assist the Director of Operations with highway maintenance as needed.

OTHER FUNCTIONS:

Candidates who cannot perform some or all of these duties because of disabilities will nevertheless receive full consideration for the job based on their ability to perform essential functions.

1. Conduct thorough reviews of staff work by courteously talking to each member about assignments, reviewing projects in various phases of completion, and talking with contractors and the public affected by their activities.
2. Be familiar with both the Union Contract, CCRC policies, and work rules and will at all times consistently adhering to the terms and requirements set forth by the Clinton County Road Commission.
3. Assisting in the preparation of proposals for annual programs for road construction.
4. Answering public questions and concerns regarding road commission road activities, professionally and courteously.
5. Verifying and approving timecards and material requisition slips, daily.
6. Representing the road commission at County Road Association meetings, seminars, and professional meetings and on various ad hoc committees. Reading literature to keep abreast of the latest developments and techniques in design, and construction and supervise as requested.

The typical duties stated herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities of personnel so classified.

MINIMUM REQUIREMENTS:

The following are required to enable job holders to perform the essential function of the job.

1. SKILLS/KNOWLEDGE:

- Ability to manage and supervise employees in a professional and courteous manner.
- Ability to maintain current knowledge of road maintenance/construction practices.
- Ability to deal with employees and the public tactfully and courteously.
- Ability to redirect plans at a moment's notice because of changing circumstances.
- A commercial driver's license (C.D.L.) class A with an 'N' endorsement as required by law and the Clinton County Road Commission Commercial Drivers' License Policy. - Required

2. EDUCATION:

- A high school education, GED, or equivalent education preparation.
- Experience in road construction/maintenance operations is **preferred**.
- Ability to operate a computer, use email or other forms of electronic communication.
- Must have a valid Michigan Motor Vehicle Operator's License.
- Must have a valid Michigan Certification for Construction Storm Water Operator (CSWO).

This job cannot be adapted so that someone with difficulty reading or writing can fully meet job demands.

3. PHYSICAL REQUIREMENTS:

Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the essential functions of the job with reasonable accommodation.

- Ability to drive a road commission vehicle to inspect job progress.
- Ability to operate a heavy truck and equipment if needed.
- Ability to utilize a computer to prepare reports and review statistical data on projects.
- Ability to lift 50 pounds up to 3 feet high for up to 15 seconds in removing items from the county road system.
- Ability to shovel items up to 25 pounds to a maximum height of 3 feet for up to 30 seconds to remove items from the roadway.
- Ability to traverse projects to determine the acceptability of materials used and work progress.

4. VISUAL ACUITY, HEARING, SPEAKING:

Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the essential functions of the job with reasonable accommodation.

- Ability to speak clearly and audibly.
- Ability to hear telephone communications and radio transmissions.

5. ENVIRONMENT AND SCHEDULING:

This is a salaried position and requires working whatever hours are required to complete the essential functions of the job.

Hazardous environmental conditions may be encountered when on the job site reviewing road maintenance/construction operations.

NOTE: The above description has been developed based on the guidelines as defined by the Americans with Disabilities Act (1990). Typical duties were identified through on-site analysis and confirmation from the employer. This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Job Description Acknowledgement Form

I certify that I have received a copy of the East/West District County Road Supervisor job description from the Clinton County Road Commission.

Employee First and Last Name

Employee #

Employee Signature

Date

Supervisor Signature

Date