

Webster County, Missouri Job Description

Road Supervisor

Position Title: Road Supervisor

Wage Status: Exempt

Position Summary:

The Road Supervisor leads the Road Department that is responsible for the road and bridge building and maintaining in Webster County.

Essential Responsibilities and Duties:

- Manages the Road Department daily functions
- Plans and prepares for upcoming projects
- Prepares budget and cost estimating for the building and maintaining of roads and bridges
- Delegates projects and functions to staff as required
- Demonstrates customer services skills when citizens call with questions and/or complaints
- Manages the placement of culverts for new home or business construction
- Manages the MO one-call mapping activities
- Manages the personnel issues such as hiring, discipline, and termination of employees
- Manage the training of employees
- Approve all departmental time sheets and invoices
- Conduct general maintenance on vehicles, equipment and facilities
- Troubleshoot equipment
- Present to public to get right of way donations
- Meet weekly, or as required, with County Commission
- Use all equipment for the department, as required
- Drive County vehicles, as required
- Understands and enforces all safety rules and regulations
- Keep an updated safety plan for the Department and communicate plan to employees within Department
- Maintains Departmental logs and books
- Knowledge of laying asphalt, road and bridge building and maintenance
- Ensures Department buildings, equipment and vehicles are maintained on schedule
- Uses hand tools to do minor repairs or build items upon request

- Is on-call 24/7 for County emergencies
- Understands and maintains MSDS on all items as required
- Able to problem solve and devise ways to fix things safely at the least expense to the County
- Track and purchase inventory as needed
- Clearly and effectively communicate information to co-workers, citizens, and visitors in verbal (in person or via phone) and written formats
- Report on expenses or other information to the County as needed
- Assist citizens with information about the county or other issues upon request
- Effectively organize work area and use time management skills
- Must be able to maintain a positive attitude while dealing with many different personality types and situations
- Provide excellent customer service for all Webster County citizens and visitors
- Must attend all training as required
- Other duties as assigned

Education, Knowledge, Skills, and Abilities:

- Read and follow instructions
- At least 3 years of supervisory experience and road equipment
- Valid drivers' license
- General mechanical aptitude
- Must be able to quickly problem solve
- Must have general knowledge of road and bridge building and upkeep
- Mechanical aptitude to fix a variety of equipment and vehicles
- Excellent computer skills to operates systems such as Microsoft Word, Excel, PowerPoint and others as required
- Able to operated manual, electric and gas tools safely
- Able to work with general public, citizens, co-workers and others by speaking with (in person or via phone) and written communication
- Must have a clean criminal history
- Must know and understand all safety procedures of the department at all times
- Must have acceptable attendance record
- Able to perform all tasks listed above on a daily basis

Physical Demands:

- Lifting and carrying up to 30 pounds frequently and up to 10 pounds frequently and frequently moving small objects
- Lifting and carrying up to 50 pounds occasionally
- Able to frequently climb ladders and stairs, into small, tight places, and up and down from equipment and tall vehicles
- Frequently driving and sitting

- Able to frequently bend, stretch, lift, and crawl
- Able to push and pull up to 50 pounds
- Able to work in loud and busy environment as well as quiet environment
- Work outside during all weather conditions as well as inside
- Shovel snow and ice as required
- Walking or standing frequently
- Must have manual use of hands and vision to make repairs as needed
- Able to clearly and effectively communicate with citizens, co-workers, visitors, and the general public

I have been given the opportunity to review this position description and have discussed the requirements of the position with the hiring supervisor. I understand this position description represents the minimum performance requirements of the job.

I have read and understand the Road Supervisor job description and can perform the essential functions and physical demands with or without reasonable accommodation.

Employee Signature

Date

Supervisor Signature

Date