

District Supervisor



DEPARTMENT: Road and Bridge

GENERAL STATEMENT OF JOB:

This is responsible supervisory work in directing the operation of the Roads & Bridges Division. Work includes the responsibility for supervising assigned staff, individual work sites, inspecting equipment for proper operations and safety, estimates and tracks materials used. Organizes, directs, and coordinates road construction and maintenance and repair activities in the Roads & Bridges Division. Work is performed under the direction of the Roads & Bridges Superintendent and/or Road & Bridges Assistant Superintendent is reviewed through conferences, reports and observation of program effectiveness.

ESSENTIAL JOB FUNCTIONS:

Supervises, directs, plans and coordinates activities of assigned personnel performing road construction and or maintenance and repair activities.

Follows up on requests and complaints by contacting citizens regarding work to be performed and the quality of the work performed

Coordinates work activities and programs within an assigned geographical area with other County operations.

Makes personnel action recommendations in the areas of evaluation, discipline, retention and dismissal of subordinate employees.

Provides recommendations to management concerning procurement of services and equipment. Maintains and administers necessary departmental rules and regulations and County policy.

Operates various types of specialized construction and maintenance equipment and assists with road construction and or maintenance and repair duties as circumstances dictate.

Performs related work as required.

Must be able to meet work schedule and attendance standards

Performs other related duties as assigned

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of road construction and maintenance methods, procedures, principles and practices. Ability to operate specialized construction and maintenance equipment.

Knowledge of the operation and maintenance of construction equipment.

Ability to establish and maintain effective working relationships with supervisors, subordinates and the general public.

Ability to direct, supervise, plan, coordinate, organize and inspect Road & Bridge Division plans, programs and activities.

Ability to accurately evaluate the work, abilities and attitudes of subordinates.

Must have good interpersonal and communication skills to deal with public.

Outstanding project management and organizational skills.

Excellent oral and written communication skills.

Proficient in the use of MS Word, Excel, and Outlook is essential.

MINIMUM TRAINING AND EXPERIENCE:

Graduation from a standard high school or possession of an acceptable equivalent. Seven (7) years' experience in construction and maintenance of highway networks, including four (4) years' experience in a supervisory capacity. Possession of a valid Florida Driver's License with driving record acceptable to the County Driving Policy and insurance program. A comparable amount of training and/or experience may be substituted for the minimum qualifications. Must be able to comprehend, speak and read the English language. Must have and maintain good interpersonal and communication skills to deal with the public.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Physical Requirements: Must be physically able to operate heavy duty trucks and equipment requiring manipulation of multiple controls, where excellent eye/hand/foot coordination is essential for safe and productive operations. Must be able to exert 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force constantly to lift, carry, push, pull, or otherwise move objects. Physical demands are in

Excess of sedentary work (i.e., manual labor, standing and walking for prolonged periods of time). May be subject to a significant degree of risk due to the extended periods of exposure to outside atmospheric and environmental conditions, snakes, rodents, spiders and vegetation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of work sites, proportions of materials hauled or distributed, and trucks, tools and equipment utilized.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information; includes issuing and receiving assignments and/or directions. Requires the ability to tactfully and effectively interact with the public and with co-workers.

Language Ability: Must be able to communicate effectively in Standard English, and to convey information to others.

Intelligence: Requires the ability to apply principles of common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving concrete variables in situations where limited standardized exists; to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with co-workers, the public, and supervisors.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; to determine weight; may require the ability to calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating vehicles and hand held equipment.

Manual Dexterity: Must have excellent levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal levels of stress. Avoids violent behavior and any other type of behavior that could threaten the safety of other employees or the public.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through telephone and radio.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

I have read and accept the terms and conditions of this job description.

Signature

Date

Revised: 3/2016