



OCTOBER 2019
FLSA: EXEMPT
Bargaining Unit: MA
JCN: 6132

JCN# 6132

County of El Dorado

June 1990
Revised: April 1998
December 2000
Revised: February 2013

HIGHWAY MAINTENANCE SUPERINTENDENT

DEFINITION

Under general direction, plans, ~~coordinates, schedules~~ organizes, oversees, manages, and directs ~~road~~ the work of staff assigned to highway and bridge maintenance programs for an assigned area in El Dorado County, ~~and plans;~~ coordinates, schedules and activities with other County divisions, outside agencies, and the general public; directs ~~the tree and~~ snow removal, force accounts, and overlay programs; provides complex staff assistance to the Deputy Director of Maintenance and Operations; and performs related duties as assigned.

DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Director of Maintenance and Operations. Exercises general direction and supervision over supervisory, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This ~~class, through subordinate supervisors, manages~~ is a management classification responsible for planning, organizing, reviewing, and evaluating the day-to-day activities of ~~work crews~~ staff engaged in a variety of public works road ~~maintenance and bridge maintenance~~ and related projects for an assigned area in El Dorado County. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from the Deputy Director of Maintenance ~~and~~ & Operations in that the latter has ~~division level overall~~ responsibility for the overall administration of road maintenance and repair including equipment all operations and maintenance functions for the County, as well as implementing and interpreting public policy.

EXAMPLES OF DUTY TYPICAL JOB FUNCTIONS (Illustrative Only)

- ~~Plans, organizes, coordinates, administers and directs work on the maintenance of County roads; assists~~ Assists in developing and directing the ~~implementation~~ implementation of goals, objectives, policies, procedures, and work standards for the division; ~~provides for staff training and~~
- Plans, manages, and oversees the daily functions, operations, and activities of the maintenance of county roads, bridges, storm drainage systems, snow removal, and related structures; develops and administers a comprehensive preventative maintenance and repair program.

- Participates in the development and implementation of goals, objectives, policies, and priorities for maintenance; recommends within departmental policy, appropriate service and staffing levels.
- Participates in the development and administration of and oversees division budgets.
- Inspects facilities and work, both in progress and completed, for compliance with County and department policies and procedures; standards of quality and safety; and all applicable local, state, and federal laws, regulations, and guidelines.
- Plans, organizes, and directs chip seal, overlay, snow removal, ice control, tree removal, weed and erosion control, and related programs for ~~area~~ areas in El Dorado County.-
- ~~Utilizes personal computers to track equipment maintenance and repairs for costs and scheduling.~~
- ~~Prepares estimates of the staffing, material and equipment requirements for projected activities; provides technical assistance to staff. —~~
- ~~Inspects~~ Participates in the selection of, trains, motivates, and evaluates work being performed; identifies problem areas and directs remedial action.
- ~~Directs the selection, supervision and work evaluation of assigned staff; recommends disciplinary action or dismissal; resolves a variety of routine personnel administrative matters.~~
- Personally responds to inquiries and complaints from the public; attends meetings; provides or coordinates staff training; works with other departments, outside agencies, and concerned citizen organizations employees on performance issues; implements discipline and termination procedures.
- Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Conducts inspections of county roads and bridges to ensure safety and, when necessary, directs employees to respond to emergency situations including emergency snow removal, water on roadways, fallen trees, etc.; performs periodic inspections of grounds, shops, facilities, and equipment, and investigating and resolving complaints or procedural problems.
- Prepares or reviews and maintains a wide variety of written and computerized reports and records, including personnel records, periodic progress reports, accident reports, maintenance requests, and requisitions.
- Investigates legal claims against the County related to division activities Maintains and prepares reports of findings related to estimates, labor, materials, and equipment requirements for projected activities.
- ~~Assists the Deputy Director of Maintenance and Operations in preparing and administering budget for division activities.~~
- ~~Directly supervises various crew supervisors assigned to division activities.~~
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures while ensuring that operational, financial, regulatory, and legal requirements are met; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Deputy Director of Maintenance and Operations.
- Requisitions necessary tools, supplies, materials, and equipment, and maintains inventory and records.
- Researches new operational methods, techniques, and equipment and recommends their application.
- Ensures ~~that~~ employees and outside contractors follow County requirements when performing road and bridge work.
- Coordinates activities ~~are carried out in a safe and efficient manner~~ with other divisions, departments, outside agencies, suppliers, and contractors.
- Reviews or prepares plans and specifications for contract work and inspects work performed to determine compliance to standards; administers contracts.
- Develops, reviews, and updates public works programs and policies and written maintenance instructions and schedules.
- ~~Coordinates activities with those of other divisions, departments, outside agencies and contractors.~~

- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- ~~Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.~~
- ~~Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.~~
- ~~Participates as a member of the Office of Emergency Services in the field and in the Emergency Operations Center.~~
- ➤ ~~Performs related work duties as assigned.~~

QUALIFICATIONS

Knowledge of:

- ➤ ~~Principles and practices of employee supervision, including selection, training, work planning, assignment review and evaluation and discipline, and the training of staff in work procedures.~~
- ~~Principles and practices of leadership.~~
- ~~Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.~~
- ➤ ~~Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation, and work standards.~~
- ➤ ~~Principles and practices of budget development and administration.~~
- ~~Applicable laws and regulations.~~
- ~~Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.~~
- ➤ ~~Theories, principles, methods, and equipment used in road maintenance snow removal and related public works projects.~~
- ~~Advanced operations and maintenance of a wide variety of equipment and hand and power tools used in the work.~~
- ➤ ~~Safety practices, safe work methods, and safety regulations related to the work.~~

Skill in:

- ~~Planning, organizing, coordinating, directing, assigning and evaluating the work of others.~~
- ~~Selecting, motivating, and evaluating staff and Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.~~
- ~~Techniques for providing ~~for their~~ a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.~~
- ~~The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.~~
- ~~Modern equipment and communication tools used for business functions and program, project, and task coordination.~~
- ~~Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.~~

Ability to:

- ➤ ~~Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.~~
- ~~Analyzing Provide administrative, management, and professional leadership for the Maintenance and Operations Divisions.~~

- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Read and understand sketches, blue prints, and related road construction and maintenance plans.
- Maintain activity costs and progress records and reports.
- Analyze complex technical and administrative problems, ~~evaluating~~evaluate alternatives, and ~~recommending~~recommend or ~~adopting~~adopt effective courses of action.
- DevelopingDevelop and ~~implementing~~implement goals, objectives, policies, procedures, work standards and internal controls.
- PreparingResearch, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise records, reports, correspondence, and other written ~~materials~~material.
- ExercisingUnderstand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- ~~Establishing and maintaining~~Establish, maintain, and foster positive and effective working relationships with ~~staff, citizens, and a variety of public and private organizations.~~

Other Requirements:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is primarily performed outdoors in all seasonal weather conditions and temperatures infrequent work in a standard office setting; occasionally exposed to fumes, dust and noise levels associated with construction equipment and machinery; infrequent exposure to hazardous substances, airborne hazardous substances and heights.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment; see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; hear in the normal audio range with or without correction. ~~Occasional~~ sitting, standing walking, wrist and arm motions and upward/downward and side-to-side flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting, carrying or pushing objects that weigh up to 15 lbs. ~~Infrequent~~ bending, reaching, climbing and running; lifting, carrying or pushing objects that weigh more than 16 lbs. ~~contacted in the course of work~~

- ~~Must possess~~ and maintain a valid driver's license. Possession of a valid herbicide applicator's certification and a valid commercial Class B license is desirable.

Education and Experience:

Experience: ~~Five (5) years~~Any combination of progressivelythe required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to an associate degree from an accredited college, with major coursework in public administration, business administration, construction technology, construction management, engineering, facilities maintenance, or a related field;

AND

Four (4) years of increasingly responsible experience performing road construction, repair, and maintenance with three (3) years of which must have included supervisory experience at a level equivalent to the County's class of Highway Maintenance Supervisor, ~~Bridge Maintenance Supervisor or Traffic Control Maintenance Supervisor.~~

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.
- Possession of a valid California Class "B" Driver's License is highly desirable.
- Possession of a valid herbicide applicator's certification is highly desirable.

PHYSICAL DEMANDS

Must possess

mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect road construction sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various County construction and maintenance sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification with occasional field work which may require standing for long periods of time or extensive walking over uneven ground. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be available to receive frequent after hour calls 24/7/365 from the Sheriff Dispatch, County Fire, and other emergency agencies for response to roadway hazards and civil emergencies; dispatch staff to respond to emergencies, prioritize multiple after-hour calls and procure additional staff and equipment to address several requests concurrently; and respond to incidents in the field and assist emergency agencies in requests for aid involving detours, road closures, and equipment needs during critical incidents at all hours.