

BANKS COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ASSISTANT ROAD SUPERINTENDENT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage and supervise maintenance activities for county roads/streets, bridges, storm water drainage systems, traffic signs, and related public works projects. This position serves as a working supervisor, participating in the work of the crews and providing on-site direction and guidance to subordinates.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific duties and responsibilities does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and schedules projects and makes work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations. Coordinates departmental projects and work activities with those of other departments, the State D.O.T., contractors, outside agencies, or others as needed.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; initiates any actions necessary to correct deviations or violations.

Plans construction and maintenance projects for the department: inspects infrastructure periodically to ascertain condition and identify needed repair; prioritizes projects; reviews work orders; calculates materials needed for each project; tracks labor and materials involved in each project for billing purposes; maintains records.

Responds to emergency calls regarding roadway/traffic hazards, such as glass in road, damaged/missing street signs, sinkholes, pot holes, fallen trees, or any other safety hazard.

Supervises the repair of asphalt and concrete work, including sidewalks, curbs, road edges, pot holes, patching, and utility cuts; oversees preparation of existing road surfaces for resurfacing by contractors.

Supervises and schedules production of road signs; oversees replacement, installation, and maintenance of signage.

Monitors inventory levels of division equipment, tools, supplies, uniforms, and materials; ensures availability of adequate materials to complete projects; initiates orders for new or replacement materials.

Operates a variety of machinery, equipment, and tools associated with department activities, which may include a motor grader, backhoe, dump truck, loader, tractor, mechanic tools, power tools, and measuring instruments.

Oversees and performs general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, greasing equipment, washing/cleaning vehicles/equipment, and cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Provides input regarding department budget.

Assists in developing and implementing long- and short-term plans and goals for the department.

Prepares and receives various forms, reports, correspondence, work orders, purchase orders, billing statements, records, and other documentation relating to departmental operations; reviews, completes, processes, forwards or retains as appropriate.

Consults with Chairman and Commissioners as needed to review division activities, provide recommendations, resolve problems, and receive advice/direction.

Responds to complaints and questions related to division operations; provides information, researches problems, and initiates problem resolution.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other divisions, other departments, county officials, contractors, utilities, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required, Associates degree preferred; five (5) years of progressively responsible experience in construction and maintenance for public works or related systems required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for the department. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, and traffic hazards.

Banks County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.