



Road

General Superintendent RD/3-610

JOB SUMMARY

This position is responsible for supervising work crews in the construction, maintenance and repair of roads, bridges and related infrastructure including Transfer Station Operations.

MAJOR DUTIES

1. Prioritizes work orders, develops work plans and issues daily job assignments to Crew Leaders and Road Department Staff.
2. Assists field supervisors to plan the sequence of operations.
3. Inspects and tracks the work of personnel to validate job quality and the efficient use of time, materials and manpower.
4. Prepare work orders to address maintenance or road safety needs.
5. Investigates complaints and initiates corrective actions and work orders.
6. Coordinates activities with contractors.
7. Maintains Road Department Equipment and Inventory including coordinating repairs and performs a yearly asset audit.
8. Ensures employees' compliance with safety practices.
9. Conducts annual reviews and performance appraisals for assigned staff; recommends appropriate actions to resolve personnel issues.
10. Provides supervision and guidance for the proper use and transport of heavy equipment.
11. Provides supervision and guidance in proper construction and maintenance techniques.
12. Oversees implementation of erosion control best management practices.
13. Coordinates the Departments On-call Program and responds to after-hours emergencies when necessary.
14. Assists with inspection of work performed by 3rd party contractors on (e.g. proof rolls) Fayette County assets.
15. Manages worksite injuries and completes the required paperwork.
16. Participates on the Fayette County's Safety Committee as a voting member, reviews accidents, documents causes & corrective measures and applies determining consequences of staff.
17. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the Fayette County Policy manual and Employee Safety and Control Loss Manual to daily activities performed by the Department.
2. Knowledge of the principles and practices of road construction, repair, and maintenance.
3. Knowledge of heavy equipment commonly used in road construction and maintenance
4. Knowledge of drainage principles, including proper installation procedures, concrete placement, formwork and finishing.
5. Knowledge of supervisory principles and practices.
6. Skill in the use of heavy and light equipment.
7. Skill in the use of hand and power tools.
8. Skill in public and interpersonal relations.
9. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Assistant Road Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the results.

GUIDELINES

Guidelines include County policies and procedures, the County Safety and Loss Manual, Georgia DOT and County standards and Specifications, the Manual of Uniform Traffic Control Devices, OSHA regulations, Manual for Erosion and Sediment Control, and Georgia Department of Transportation construction standards. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and road construction duties. Heavy traffic and inclement weather contribute to the complexity of the position.
- The purpose of this position is to supervise work crews in the construction, repair and maintenance of the county's roadways. Success in this position provides safe and well-maintained roads for county residents and visitors.

CONTACTS

- Contacts are typically with co-workers, representatives of other county departments, vendors, and members of the public.
- Contacts are typically to give or exchange information; coordinate resources and staff; resolve problems; provide services; and motivate and influence people.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently standing, walking, bending, crouching, or stooping. The employee occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license more specifically discussed in MINIMUM QUALIFICATIONS and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Possession of Level IA Erosion Control Certification.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodation to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodation.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI), however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance with Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the workplace or abuse alcohol on the job. Confirmed positive is the reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations. GED or High School diploma required.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with ten to fifteen years experience or service with increasing levels of responsibility.
- Possession or the ability to obtain within 9 months of employment a valid Class A CDL driver's license issued by the State of Georgia.
- Level 1A Erosion Control Certification.