

**LAC QUI PARLE COUNTY, MINNESOTA
POSITION DESCRIPTION**

POSITION TITLE: Maintenance Supervisor DEPARTMENT: Highway
REPORTS TO: County Highway Engineer DATE: December 16, 2003
January 1, 2013
March 8, 2017

PURPOSE OF POSITION:

This position is to provide roadway and bridge maintenance knowledge, coordinate and supervise county highway maintenance personnel, operations and the maintenance of the highway equipment. Duties include, but are not limited to: supervising maintenance operations; work with other public agencies; final approval of utility and access permits work; operating equipment; and performing additional tasks as assigned by the Engineer.

ESSENTIAL DUTIES AND RESPOSIBILITIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1) Supervision of highway maintenance:

Supervise and direct day-to-day work of County Highway maintenance personnel, which would include the coordination of equipment and material necessary to accomplish daily work assignments. As directed, calculate material quantities, obtain quotes and order material needed to accomplish work assignments.

Regularly inspect county highway system to determine necessary routine maintenance, and assign such personnel as is necessary to accomplish these tasks.

Directs the work necessary to maintain the road and bridge signing.

Contact adjacent landowners to obtain permission to conduct any work, which may have an impact on their property.

Supervise the snow removal and keep informed of conditions within the county.

Monitors and analyzes weather forecasts and conditions and inspects county roads during non-working hours including holidays and weekends if needed, to schedule after normal working hours duties for snow and ice removal and hazardous roadway conditions that may jeopardize the public safety. May be exposed to very hazardous driving conditions (extreme ice and near zero visibility conditions) during winter snow storms while determining roadway conditions.

Coordinate emergency response of Highway maintenance crews and assist Law

Enforcement/EMS as necessary. Respond to calls outside normal hours from Sheriff Dispatch and others regarding weather, emergencies and/or related concerns.

Fields and resolves questions and concerns from other agencies and the general public concerning county highway maintenance operations.

Monitors the work of staking grades for road projects, placement of gravel, major and minor culverts installations and other project work. Oversees materials testing to ensure project specifications are being followed.

2) Supervision of the equipment maintenance

Supervise and direct the day-to-day work of Shop Mechanic.

Develops long term equipment replacement schedule and provides recommendations for replacement. Works with Shop Mechanic and Engineer on fleet specifications and purchasing. Ensures proper upkeep of fleet and machinery.

Recommend to the County Highway Engineer which equipment is in need of major repair or replacement.

- 3) Develops annual plan for maintenance projects, including striping, grading, signage and pavement maintenance operations, projects and fleet management. Assists in design and development of specifications for highway maintenance projects.
- 4) Evaluate and make recommendation for permit requests for ditch clean outs and accesses, and enforces permit requirements for ditch clean out, access and utility. Oversee county roadway FEMA related repair projects, including preliminary assessments. Document material, labor and equipment costs, and submit documentation to FEMA personnel.
- 5) Conduct, with other Highway Department personnel, interviews and recommend the hiring, promotions, and disciplinary action of maintenance personnel and conduct annual or bi-annual performance reviews of maintenance employees. Responsible for interviewing and hiring part-time maintenance employees.
- 6) Attend seminars, courses and confer with officials from other jurisdictions to keep abreast of new technology and current practices to aid in maintaining the highway system.
- 7) Works with the County Highway Engineer in creating a safe working environment, and make sure proper safety procedures are being followed. This includes working with safety consultant and County Safety Officer in scheduling safety training classes, and scheduling and notifying employees of random drug and alcohol testing.

MINIMUM TRAINING AND EXPERIENCE:

High School diploma or GED

Two (2) years of higher education and 6 years of experience, of a progressively responsible nature, in

the field of highway maintenance and/or construction work, or 10 years of experience, of a progressively responsible nature, in the field of highway maintenance and/or construction work required for this position.

Prior supervisory experience

Commercial Drivers License (Class A)

Required to participate in Transportation Drug & Alcohol testing program. Must complete a drug test prior to employment.

Must complete a physical prior to employment.

MINIMUM PHYSICAL, SKILLS, AND ABILITIES:

Physical Requirements:

Must be physically able to operate a variety of machines and equipment including motor patrol grader, tandem truck with pup, semi-truck with tanker, low boy trailer or belly dump trailer, front-end loader, distributor truck, tar kettle, chip spreader, tractor mowers, dozer, backhoe, and similar equipment.

Must be able to move or carry job-related objects or materials, not in excess of 50 pounds. Must be physically capable of stooping, kneeling, crouching, crawling, climbing, and balancing for the purpose of performing maintenance duties on roadways, culverts and bridges, roadside ditches, and etc.

Numerical Aptitude:

Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

Requires the ability to use a personal computer for e-mail, electronic time card, spreadsheets, letters and other miscellaneous items as required.

Language Ability:

Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures.

Requires the ability to communicate with and before others using correct English.

Interpersonal Communication:

Requires the ability to communicate with people to convey or exchange professional

information.

Requires the ability to interact respectfully with people (i.e. staff, general public and elected officials) beyond giving and/or receiving instructions.

Ability to assign, evaluate, discipline and motivate highway maintenance employees.

Environmental Adaptability:

Work is normally performed in both an inside and outside environment. Related occupational hazards include heat, cold, odors, smoke, wetness, dusts, toxic agents, noise, electrical currents, and machinery.

APPOINTING AUTHORITY:

The position will not be filled until final approval by the Lac qui Parle County Board of Commissioners.

“The County is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodation with the employer.”