

**Department: Highway Department**

**Position Title: Road and Bridge Supervisor**

**Reports To: Phillips County Board of County Commissioners**

**Pay Grade:**

**FLSA: Non-exempt**

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### **Purpose of Position**

Under the Supervision of the Board of County Commissioners, this exempt under the FLSA. The Road and Bridge Supervisor performs administrative and supervisory work involved with public works and other municipal projects. His or Her responsibilities include the development of specifications and cost estimates for all road, bridge, and culvert repair and replacement and supervision of outside contractors when work is performed for the county. The Road and Bridge Supervisor exercises considerable independent judgement in decisions, assigns work details, and supervises activities of subordinate personnel. Work and actions are subject to general policy determination, review and final authority of the Board of County Commissioners.

### **Essential Duties and Responsibilities**

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

- Develops, plans, designs and writes specification for public works projects.
- Authorizes and checks automotive and mechanical repairs and maintenance.
- Obtains rights-of-way for road construction.
- Work with all local, state, and federal agencies that interface with the department, in particular: KDOT, KDHE, KDOAA and utility companies.
- Enforces and maintains compliance with all federal, state, and local laws and ordinances.
- Prepares paperwork for federal, state, and local funding of road projects.
- Prepares cost estimates for proposed public works projects.
- Maintains proper records and documents relating to county engineering and public works projects.
- Review proposals, plans, specifications, and estimates submitted for construction by private engineers and equipment suppliers.
- Prepares the department budget, administers funds, and controls expenditures and provides input on revenue sources.
- Inspects road and bridge work while in process.
- Inspects and approves or recommends changes to final projects.
- Obtains permits for project work.
- Coordinates and obtains proper mining permits for inspectors and supervises the use of each pit.
- Selects engineering services for bridge inspections.
- Assists citizens with concerns and complaints.
- Makes recommendations to the Board of County Commissioners.
- Develops short-term and long-term goals for the Department.
- Develops and administers department policies and procedures.

- Negotiates with landowners for road rights-of-way.
- Negotiates with landowners for pit contracts
- Maintains permanent files of highway plans, surveys, and section corner monumentation.
- Ensures roads are signed in compliance with the Federal Highway Administration Manuals on Uniform Traffic Control Devices.
- Prepares damage reports from catastrophes for submission to state authorities to apply for disaster assistance.
- Develops and maintains a one-year *and* multi-year road plans.
- Creates and manages a capital improvement plan and an equipment reserve plan annually.

### **Additional Tasks and Responsibilities**

While the following tasks are necessary for the work of the Department, they are not an essential part of the purpose of this position and may also be performed by other Department members

- Other related duties as deemed necessary or as required

### **Minimum Education or Experience Required**

Four to five years of related experience and/or training or bachelor's degree from a four-year college or university; or equivalent combination of education and experience in planning and road and bridge building, maintenance, and repair experience is required.

### **Preferred Education or Experience Required**

Five to six years of related experience and/or training or bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience. Course work in engineering and survey preferred.

### **Other Requirements**

- Valid Kansas Driver's License required upon hire
- Commercial Driver's License Class A or Class B
- First Aid and CPR certification, preferred

### **Knowledge, Skills, Abilities**

- Ability to analyze and/or prepare budget information, reports, and charts.
- Ability to analyze field situations and determine appropriate action.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to deal with citizens, management, and staff using excellent interpersonal and communication skills.
- Ability to effectively manage personnel and carry out management duties is required.
- Ability to gather and analyze information and prepare reports and/or come to conclusions in a concise and comprehensive manner.
- Ability to handle and resolve any issue promptly and effectively under extreme stress, while delivering the highest level of customer services to Phillips County, the communities and other departments or agencies.

- Ability to interact and respond to questions from vendors, suppliers, and the general public.
- Ability to operate all department equipment.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheet, databases, global positioning equipment, software downloads from systems, etc.
- Ability to operate department vehicles and equipment.
- Ability to organize and supervise personnel.
- Ability to pass drug screening
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents,
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for public that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to read and understand diagrams, schematics, blueprints, and maps
- Ability to reliably and predictably carry out duties.
- Ability to solve practical problems and deal with variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form.
- Ability to write reports, business correspondence, and procedures manuals.
- Knowledge at the advanced level of construction materials, approves standards of safety, and federal, states and county building codes.
- Knowledge at an advanced level of principles and practices of road and bridge construction and maintenance.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people resources.
- Knowledge of professional and academic development in civil engineering and business management.
- Knowledge of state and federal law and regulations related to county operations
- Knowledge of survey systems, methods, and techniques.
- Knowledge of the principles of effective supervision and administration.
- Skill managing and advising personnel.
- Skill in operating heavy machinery.

## **Supervision**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable law. Involves supervisory responsibility for multiple full-time individuals and involvement in the recruitment and selection process of employees. Prepares and conducts employees' performance appraisal, disciplinary measures, and assists with the hiring and firing process. Additional responsibilities include supervision direct reports through coaching interview,

hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms, and talk or listen. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch or crawl. Lifting, moving, pushing or pulling up to 45 lbs. does not generally occur, but may occur when lifting boxes, or other materials required for the Department. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, and distance vision.

### **Equal Employment Opportunity**

Phillips County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, 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.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*