

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Road Maintenance Operations Supervisor

BAND: C C	GRADE: 4 5	SUBGRADE: 4 1	CLASS CODE: J23-7444
DEPARTMENT: Public Services- County Road	ACCOUNTABLE TO: Road Maintenance Manager	Job Family: Maintenance & Operations - Roads	OVERTIME STATUS: Exempt

JOB SUMMARY: The Road Maintenance Supervisor performs a variety of supervisory and management duties related to maintenance and repair of County roads, bridges and right of ways; coordinates projects with other agencies, utility companies and contractors and oversees Road Maintenance Field Supervisors.

DISTINGUISHING CHARACTERISTICS:

Road Maintenance Supervisor is the supervisory level of the road maintenance classification series. The Road Maintenance Supervisor is distinguished from the Road Maintenance Field Supervisor class by the authority and ability to assign the daily work, approve leave and provide direction over road maintenance and/or heavy equipment operator staff in multiple locations. The Road Maintenance Supervisor class is distinguished from the Road Maintenance Manager class which has responsibility for all aspects and oversight of county roads maintenance programs and projects.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample: (Position assignments may vary.)	BAND/ GRADE
1.	Obtains quotes, estimates and prices; develops bid specifications; solicits and evaluates bids; procures materials, supplies and services.	C4
2.	Coordinates County projects with other agencies, utility companies and contractors.	C4
3.	Confers with management regarding project priorities; participates in discussions and makes recommendations regarding long range goals, staffing levels and equipment needs.	C4
4.	Responds to inquiries and complaints requiring a supervisor's attention. Receives and responds to call-out requests; serves on call-out rotation.	C4
5.	Supervises subordinates; prioritizes, assigns and monitors work; approves leave requests; evaluates performance; recommends and implements decisions regarding employee selection and discipline; ensures operational resources are available and provides staff training.	B2
6.	Supervises maintenance operations in the area assigned; completes and maintains records and logs for reports, work orders, worker hours and materials and equipment used; receives and responds to call-out requests; monitors crews and inspects job sites; plans and schedules maintenance activities.	B2
7.	Performs other duties as required.	

Knowledge of: (Position requirements at entry):

- Supervisory theories and principles;
- Material management techniques;
- Road and bridge maintenance techniques;
- Grounds keeping techniques;
- Equipment operation;

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- Equipment and tools used in road and bridge maintenance;
- Laws, rules and regulations related to road maintenance;
- Safety precautions.

Skills: (Position requirements at entry):

- Monitoring and evaluating the work of subordinates;
- Soliciting and evaluating bids for equipment rental, materials and services;
- Coordinating road maintenance projects;
- Interpreting drawings and sketches;
- Organizing staff, equipment and materials for work orders;
- Using two-way radios;
- Project management techniques;
- Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public;
- Communication, both oral and written, sufficient to exchange or convey information and to give and receive work direction.

Training and Experience: (Position requirements at entry):

High School Diploma or General Equivalency Diploma (GED) and eight years of road maintenance experience including two years at a supervisory or lead level; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

Licensing Requirements: (position requirements at entry):

- Valid State of Washington Driver's License.
- Valid State of Washington Flagger Certification required for County Road assignments within 30 days of hire.
- Successful completion of general employment verification.

Working Conditions: Position may have the potential exposure to the following:

Environment: Excessive noise, exposure to weather, extreme temperatures, moving/mechanical parts, pathogen exposure, vibration, travel. work in locked down facilities, field work, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

Classification History:

New Class: 1/1/98

Revised: 1/1/99

Revised: 01/2005

Revised: 01/2022

Revised: 12/2022