CLASS TITLE: REGIONAL ROAD SUPERINTENDENT

BASIC FUNCTION:

Under general direction, plan, coordinate, and supervise the work of assigned employees involved in the maintenance, repair, and construction of County roads; coordinate work with other County departments and outside agencies.

DISTINGUISHING CHARACTERISTICS:

The Regional Road Superintendent is responsible to determine the work priorities of road yard personnel and equipment within an assigned County region to meet current and future needs. The class is distinguished from the next lower class of Assistant Regional Road Superintendent by the former’s responsibility to coordinate the activities of multiple road yards whereas the Assistant Regional Road Superintendent is a first-line supervisor assisting the Regional Road Superintendent by supervising the daily activities at one large road yard.

ESSENTIAL FUNCTIONS:

Plans daily work schedules; determines appropriate course of action for repair and maintenance of County roads; assigns work and assures proper distribution of necessary equipment; inspects equipment and determines if safety guidelines are met; opens yard; answers calls and dispatches personnel and equipment as needed.

Trains, supervises, and evaluates assigned employees; makes recommendations regarding promotions and disciplinary actions; interviews position applicants and makes selection recommendations.

Travels to work sites to inspect work in progress and work completed; determines if projects have been completed as directed.

Inspects roads for pot holes, damaged signs, and deteriorated road conditions; plans repair and maintenance needs; patrols County roads during and after storms to remove debris, note damage, place warning signs, or dispatch personnel to rectify conditions; assures right-of-ways remain clear of weeds, bushes, and debris; responds to emergency situations.

Inspects road signs and paint striping on roads to determine if maintenance or replacement work is needed; assures follow-up work conforms to safety requirements for all conditions and arranges for alterations as needed; determines when roads need coating for proper surface maintenance.

Reviews payroll records of time worked by subordinates; adjusts and submits work time of employees into County payroll system.

Inventories, orders, and restocks supplies; orders tires, equipment, and road repair materials for the Department.

BOS: July 10, 2012
Maintains records of road repair and associated material costs and determines costs that may be reimbursable by parties involved in accidents.

Test drives and inspects equipment for safety checks and to diagnose problems; assures that parts are ordered or replacement equipment is ordered or requested; maintains records of inspections and parts and equipment costs; attends safety meeting as necessary.

Establishes rules, procedures and standards; assures County and Department policies and procedures are followed.

Responds to questions from the general public and communicates information regarding situations of concern and department policies and procedures; coordinates activities with other departments and agencies.

Participates in the preparation of the department’s annual budget by providing information regarding anticipated personnel and equipment needs and costs.

Performs other duties as required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Rules and regulations concerning road construction and construction safety.
Department, Federal, State, and local agency rules and procedures regarding road requirements.
Road construction and maintenance methods such as right-of-way, sub-base, base materials, oil mix, seal coat patching and shoulder grading.
Maintenance techniques used for gravel roads including watering, grading, graveling, and weed control.
Tools and equipment used on roads, their proper use, and diagnosis techniques used in repair.
Practices and procedures used in collecting information for budget preparation.
Principles and practices of supervision and training.
County organization, operations, policies and objectives.
Safety regulations and procedures.
Recordkeeping techniques.
Oral and written communication skills.

**ABILITY TO:**
Organize, plan, assign, direct, review, train, and evaluate the work of subordinates.
Conduct safety inspections following Cal-Osha guidelines.
Perform on-site inspections, detect problems and determine needs.
Diagnose problems with light and heavy equipment and oversee maintenance.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports related to work performed.
Make basic mathematical calculations; prepare budget estimates.
Operate a variety of road maintenance equipment.
Understand road encroachment guidelines and Inspect for compliance.
Meet schedules and timelines.
Analyze situations efficiently and adopt effective course of action.

**BOS: July 10, 2012**
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

EDUCATION AND EXPERIENCE:

Five years of increasingly responsible experience in the maintenance, repair, and construction of roads, including one year in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid Class B and C California Driver’s Licenses.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor work environments; exposure to seasonal heat and cold.

PHYSICAL REQUIREMENTS:
Frequent driving; hearing and speaking to exchange information; seeing to conduct inspections and read a variety of materials; finger dexterity to operate a computer; climbing into equipment of various sizes; walking over uneven surfaces; lifting moderate weight of up to 50 pounds.