CLASS TITLE: ASSISTANT DISTRICT ROAD SUPERINTENDANT

BASIC FUNCTION:

Under the direction of a District Road Superintendent, perform responsible duties involved in the construction, maintenance and repair of County roads and bridges; train, assign and provide work direction to crews; maintain records and prepare reports.

REPRESENTATIVE DUTIES:

Assign and oversee the work of Equipment Operators involved in the construction, maintenance and repair of County roads and bridges; assist in the operation of heavy equipment used in construction and maintenance as necessary.

Monitor and assure safety of public and crews on job sites and in general; patrol roads and report unsafe conditions or take appropriate action; assure safety methods and procedures are followed on job concerning equipment, traffic control road signing, flagging, protective clothing and devices.

Train assigned employees concerning safety practices and proper work methods; perform minor repairs and maintenance of equipment to assure equipment is in safe and effective working order; provide input to assist with the completion of performance evaluations.

Oversee new road construction preliminary work, sub-base, base and surface; prepare cost, material and equipment estimates and surveys; contact the Bureau of Land Management concerning right-of-way; contact private utilities and companies affected by construction work; pre-plan and schedule work.

Oversee and monitor paved road maintenance including surface preparation, seal coating, patching, overlays, hauling and stockpiling materials, and grading and repair of shoulder and ditches.

Oversee and monitor unpaved road maintenance including roadway grading, graveling, material hauling and stockpiling, dust control, and grading of shoulders and ditches.

Oversee and monitor the repair and maintenance of bridges; clear right-of-ways including trimming trees and performing various weed control duties.

Patrol roads during storms; place warning signs; assess damage and oversee emergency crews clearing roadway of debris and repairing damage; patrol road checking for proper sign placement; install new signs, maintain and clean signs and fabricate new signs as necessary.

Maintain a variety of records such as time, equipment, materials and permits and prepare reports concerning projects, planning, accidents, inventory and other matters.

Operate a variety of equipment such as trucks, bulldozers, motograde, dragline, loader, rollers, tractors, compactors, sweepers, spreader boxes, conveyor, blacktop mixer, transit level backhoe, hand and power tools, portable water pump and calculator.

March 2001
Respond to emergency call-outs during on-and off-duty hours.

Provide work direction to Equipment Operators and Mechanics assigned to a Public Works district; provide work direction to Equipment Operators from other district yards that are assigned to other districts on a temporary basis.

Perform the duties of the District Road Superintendent in absence according to established guidelines and procedures.

Communicate with a variety of County departments, local government representatives, agencies and others to coordinate communications, provide and receive information.

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Rules and regulations concerning road construction and construction safety.
- Rules and procedures of the Public Works Department and Federal, State and local requirements regarding County roads.
- Road construction and maintenance requirements and methods such as right-of-way, sub-base, base materials, oil mix, seal coat patching and shoulder grading.
- Maintenance techniques for gravel roads including watering, grading and graveling.
- Equipment and maintenance techniques of related tools and equipment.
- Techniques and methods of estimating project costs.
- Record-keeping techniques.
- Technical aspects of field of specialty.
- Principles of training and providing work direction.
- County organization, operations, policies and objectives.
- Oral and written communication skills.

**ABILITY TO:**
- Perform responsible duties involved in the construction, maintenance and repair of County roads and bridges.
- Train, assign and provide work direction to crews.
- Perform on-site work inspections and detect problems.
- Maintain and oversee maintenance of light and heavy equipment.
- Maintain records and prepare reports.
- Operate a variety of equipment such as trucks, bulldozers, motograder, dragline, loader, rollers, tractors, compactors, sweepers, spreader boxes, conveyor, blacktop mixer, transit level backhoe, hand and power tools, portable water pump and calculator.
- Construct and properly maintain siphons and drainage structures.
- Read and understand encroachment permits including specifications regarding depth, distance from the edge of the road, location, records and inspection of installations.
- Analyze situations accurately and adopt an effective course of action.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Meet schedules and time lines.
- Perform heavy physical labor.

March 2001
Lift objects weighing up to 50 pounds. Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: four years increasingly responsible experience in the construction, repair and maintenance of roads and bridges.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class A driver’s license.

WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to emergency call-outs during on-and off-duty hours.

Physical abilities required include stooping and reaching, walking over rough uneven ground, balancing on high and narrow places, working in or under cramped or restrictive spaces, carrying, pushing or pulling items up to 150 pounds, climbing, and operating heavy equipment.

Incumbents may be exposed to traffic hazards, working around and with machinery having moving parts, and working at heights.