

Hardin County Government

Job Description

Road Supervisor/Engineer

Pay Grade 22/24

STATUS	
Date: February 26, 2018	Department: Road
FLSA Status: Exempt	Reports To: Deputy Judge/Executive
Supervisory Responsibility: Assistant Supervisor & Office Manager	

Job Summary

This is a specialized supervisory position for the functional areas of highway maintenance, bridge maintenance and highway construction. The incumbent carries out department plans by utilizing generally accepted standards, work methods, procedures and techniques related to the construction, maintenance and repair of roads, bridges and culverts. Decision-making is based upon established Commonwealth of Kentucky and Hardin County practices, precedents, procedures, policies, regulations and guidelines.

Major Essential Duties

- Work with the Judge/Executive, Deputy Judge/Executive, County Engineer and Magistrates to improve and update county roads and execute the county road maintenance and snow removal program
- Work with the Judge/Executive and the Kentucky Transportation Cabinet to obtain funds for road design, construction and maintenance
- Supervise all department personnel. Plan, schedule and assign work to team leaders based upon established departmental priorities, including but not limited to review of daily reports, prioritization of equipment utilization, evaluations and progress reviews.
- Train subordinates at all levels in proper methods, procedures and safety practices related to their work
- Evaluate employee performance, interview job applicants and address employee grievances within established county guidelines
- Review correspondence and reports. Maintain detailed records of jobs completed and material used
- Remain on call for road/bridge emergencies 24/7/365 and assign personnel for emergency duty in accordance with departmental requirements
- Prepare the annual Road Department budget

Minor Essential Duties

- Procurement and maintenance of department vehicles and equipment
- Investigate complaints concerning county roads and bridges within the scope of Road Department guidelines. Personally contact residents/owners to address concerns in accordance with established guidelines. Confer with the Judge/Executive and/or Deputy Judge Executive to obtain his/her approval prior to resolving a complaint outside normal standards
- Investigate personnel issues as applicable
- Attend staff meetings and perform other duties as required by the Judge/Executive and/or Deputy Judge Executive

Qualifications (Road Supervisor)

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Background in business management
- 5 years of experience in administration, road construction and road maintenance
- Experience in the use of computers, standard office machines and standard communication devices
- Working knowledge of county government preferred
- Thorough knowledge of various types of equipment used in road construction and maintenance
- Thorough knowledge of standard road construction and maintenance procedures and practices
- Successful completion of an examination, either oral or written, or both, given by the examining authorities, and has received a certificate of qualification from the authorities

Qualifications (Road Engineer)

Education and/or Experience

- Bachelor's degree in engineering from an ABET accredited college or university
- Civil or highway engineer licensed in accordance with KRS Chapter 322
- Three (3) years of practical road construction, design and maintenance experience of a nature satisfactory to examining authorities selected by the Kentucky Transportation Cabinet

General Qualifications

Language Skills

- Ability to read, analyze and interpret policies, procedures, professional publications governmental regulations, financial reports and legal documents
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members and suppliers of goods and services
- Ability to write reports, business correspondence and policy and procedure documents
- Ability to make effective presentations on complex topics to employees, business committee members, elected officials or other members of government organizations
- Ability to display strong oral, written and listening skills

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to compute ratio and percent and to draw and interpret graphs
- Ability to estimate quantities of material, equipment and personnel required for projects

Reasoning Ability

- Define problems, collect data and establish facts and draw valid conclusions
- Solve practical problems while dealing with several abstract and concrete variables
- Interpret an extensive variety of complex technical and instructional information
- Make decisions serving the county's best interests and follow the missions and objections of the department

Certificates, Licenses, Registrations (Road Supervisor)

- Possess a valid Kentucky driver's license
- CDL preferred, but not required
- Certified Road Supervisor as required by KRS 179.020

Certificates, Licenses, Registrations (Road Engineer)

- Bachelor's degree in engineering from an ABET accredited college or university
- Civil or highway engineer licensed in accordance with KRS Chapter 322

Other Knowledge and/or Skills

- General knowledge of the operation, maintenance and adaptabilities of road construction equipment
- Understanding of traffic laws, ordinances and regulations involved in operating equipment
- Understanding of the occupational hazards and proper safety precautions involved in the operation of equipment and working in a heavy construction environment
- Maintain effective working relationships with other employees and other department supervisors
- Familiarity with the policies and procedures of the Kentucky Transportation Cabinet is preferred
- Registration as a Professional Land Surveyor is preferred

Physical Demands

Will possess physical strength and agility sufficient to do some laboring tasks under varying, sometimes severe, weather and work conditions and will be expected to perform duties in locations with high instance of dust, dirt, noise, and emissions from equipment

The physical demands described represent those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3)

Stand or walk
Talk or hear

Lift and/or move up to 25 pounds
Operate a vehicle

Occasionally (under 1/3)

Reach with hands and arms
Use hands to type, handle papers,
tools, etc.

Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus

Work Environment

The work environments described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually moderate to high.

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interest
- Must adhere to applicable provisions of the Department rules and Regulations the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes and any other procedures, rules, regulations, ordinances and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 25 years or older
- Must have personal integrity, and remain free of felony convictions
- Must maintain confidentiality when required

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: _____

Harry L. Berry
Hardin County Judge/Executive