



JOB ANNOUNCEMENT  
Road Department Supervisor  
FLSA Exempt Executive Position  
300 West SR 29, Castle Dale  
Full time with benefits  
Grade 25 @ \$68,806.40 salary

Performs a variety of **managerial, administrative and supervisory** tasks related to planning, organizing, directing, and coordinating the construction and maintenance of county roads, bridges, culverts and flood channels. Assures compliance with various federal and state agency regulations (i.e., OSHA, MSHA, FEMA, and BLM, DEQ and Air Quality) related to environmental and land management operations. Must be able to communicate effectively verbally and in writing. Must have the skill and ability to operate heavy mechanized equipment. Oversees the operation of the County Landfill. Full job description can be viewed online with the job posting at [www.emerycounty.com](http://www.emerycounty.com)

Graduation from a College or University with a degree in Engineering, Business, or closely related degree, AND six (6) years of general road and bridge construction experience; basic civil engineering, public works construction management or related field, two (2) years of which must have been in a position equivalent to that of foreman or crew leader; OR an equivalent combination of education and experience

Must possess a valid Utah State Commercial Drivers License (CDL).

Applicants for employment may be required to undergo a drug test and a background check as a condition of employment. Must be a resident of Emery County or willing to relocate.

Deadline for submitting a resume and employment application is May 3, 2022, at 5:00 p.m. The employment application can be obtained by calling 435-381-3578 or at [www.emerycounty.com](http://www.emerycounty.com)

Send or email resume and completed employment application to: Mary Huntington, Emery County Personnel, Box 907, Castle Dale, UT 84513. Email: [maryh@emery.utah.gov](mailto:maryh@emery.utah.gov)

*Emery County is an Equal Opportunity Employer*

# *Emery County*

## Job Description

<b>Title:</b>	Road Supervisor	<b>Code:</b>	
<b>Department:</b>	Road	<b>Effective Date:</b>	03/2007
<b>Division:</b>	Administration	<b>Last Revised:</b>	04/2022

### GENERAL PURPOSE

Performs a variety of **managerial, administrative and supervisory** tasks related to planning, organizing, directing, and coordinating the construction and maintenance of county roads, bridges, culverts and flood channels.. Assures compliance with various federal and state agency regulations (i.e., OSHA, MSHA, FEMA, and BLM, DEQ and Air Quality) related to environmental and land management operations.

### SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Board of County Commissioners.

### SUPERVISION EXERCISED

Provides close to general supervision to road crews and crusher operators, mechanics, landfill staff, and sign technician, and delegates responsibility to subordinate supervisors and lead workers when necessary.

### ESSENTIAL FUNCTIONS

Serves as liaison to the public and various local and state agencies as needed to establish and maintain effective public relations and develop cooperative solutions to common problems and goals; develops action plans for departmental operations.

Coordinates departmental projects with U.S. Forest Services, Bureau of Land Management, State Highway Department, Army Corp. of Engineers, Special Service Districts, school districts, cities, townships, private companies and other agencies as is necessary to expedite completion of the same.

Recruits, hires, disciplines, and dismisses department employees; assigns personnel and equipment to maintain scheduled operations; oversees the training of personnel in the operation of equipment; establishes priorities for equipment repair and purchase.

Oversees quality assurance through field inspections on various in-house and contracted projects; appraises contractors and staff of performance standards as necessary; discusses procedural options as needed to solve problems; coordinates problem follow-up inspections to assure compliance.

Supervises and participates in the design, engineering, construction and maintenance of roads, bridges, drainage systems and road sign installation; analyzes projects and determines quantity and quality of materials necessary and orders the same if not readily available; oversees departmental materials and equipment inventory control functions; establishes bid specifications for competitive pricing and buying.

Determines project priorities, i.e., seal coating, dust control, traffic counts, spring clean up, cattle guard mapping (GPS), fair grounds operations, etc., establishes work schedules and deadlines; inspects work in progress to assure that workmanship conforms to specifications and that construction and maintenance schedules are adhered to; oversees record keeping of all work performed, hours worked by individual employees, time records for departmental payroll, leave records, etc.

Prepares and recommends departmental budget; administers departmental budget and directs procedures to assure compliance with established budgets, and Emery County's goals and objectives; ensures all equipment purchases, requisitions, supplies and materials conform to departmental needs and goals; monitors departmental auditing process.

Supervises and coordinates departmental risk management program in cooperation with county administrators; directs the maintenance of departmental safety program.

Monitors federal funding programs; assures proper application for special grants and allocations; assures receipt of entitlements such as highway tax and other programs; assures compliance with terms and conditions of funding programs, contracts and grants; manages and maintains inter-local contracts and agreements related to road maintenance and construction.

Manages county signing program in compliance with the Manual on Uniform Traffic Control Devices (MUTCD) and other applicable standards; supervises construction and work zone signing, i.e., barricades, flashing lights, etc.

Oversees county-wide landfill operations; ensures a safe drop site for citizens; and landfill is operated within permit; trains staff in safety regulations, equipment maintenance, and in meeting federal and state standards set for HAZMAT, Air Quality, SWANA, etc; maintains records for permits, personnel, DEQ and air quality, and reclamation areas; responds to public concerns and questions.

Directs overall departmental public relations activities; responds to public complaints and inquiries.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from a College or University with a degree in Engineering, Business, or closely related degree,
  - AND
  - B. Six (6) years of general road and bridge construction experience; basic civil engineering, public works construction management or related field, two (2) years of which must have been in a position equivalent to that of foreman or crew leader;
  - OR
  - C. An equivalent combination of education and experience.
2. Required Knowledge, Skills and Abilities:

**Thorough knowledge of** blueprints, grades, machinery, materials, and methods on constructing roads, bridges, drainage systems, culverts; solid waste regulations and procedures; etc.; of principles of supervision and worker motivation; general accounting principles and practices; budget development and control programs; safety standards related to road and bridge construction; hazards common to heavy equipment operation; equipment maintenance and repair standards; engineering/architectural design development procedures, cost analysis and scheduling practices. Working knowledge of engineering processes and procedures; engineering principles and methods; civil engineering standards; building. Plumbing, electrical and mechanical codes; modern construction methods, practices, materials, tools and equipment.

**Skill in** the operation of heavy mechanized equipment as required by the position, i.e., Roller, Sweeper, Chipper Box, 10-Wheel Dump, Loader, Belly Dump, Track Loader, Cat/Dozer, Road Grader, Sanders, Water Truck, etc.

**Ability to** communicate effectively verbally and in writing; plan, organize, and direct the affairs and operations of a department engaged in a variety of construction projects related to road and bridge systems; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must possess a valid Utah State Commercial Drivers License (CDL).  
Must be emergency management certified.

4. Work Environment:

Tasks require variety of physical activities, occasionally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing and seeing essential to the performance of daily job functions. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Daily travel in automobile or heavy equipment required in job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

(Employee)

*FLSA Exempt/Executive Position*