

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: JANUARY 6, 2014**

**CLOSING DATE: JANUARY 10, 2014**

**DEPARTMENT:** Public Works Consolidated Roads    **POSITION:** Public Works Roads Supervisor

**LOCATION:** Globe

**JOB CODE:** 14-002

**USE THE CDL/DRIVER'S EMPLOYMENT APPLICATION**

**OPEN TO GILA COUNTY EMPLOYEES ONLY**

**ANNUAL SALARY:** \$38,147.20-\$44,241.60 DOE

### **NATURE OF WORK**

Supervises crews and the day to day activities related to the maintenance and repair of County roads.

### **DUTIES AND RESPONSIBILITIES:**

- Oversees and schedules assigned road construction/maintenance operations and activities; supervises and trains assigned personnel; provides instructions and monitors work; coordinates employee time reporting and leave requests; assesses the performance of assigned personnel; ensures compliance with departmental policies, procedures and safety regulations.
- Reads and interprets roadway construction plans and drawings; determines material quantities, labor requirements and project costs as required.
- Assigns employee work duties including grading roads, hauling material, repairing/patching roadways, and vegetation control.
- Monitors worksites for compliance with safety standards and regulations; ensures the provision of appropriate safety equipment for personnel; ensures utilities are marked and/or clear from equipment.
- Develops, implements and monitors traffic control plans for work projects.
- Conducts periodic surveys of roads to determine maintenance and repair needs.
- Maintains daily log on employee work activity and work completed.
- Responds to inquiries and issues from the public, utility companies and vendors; investigates and resolves issues accordingly.
- May operate heavy and small engine equipment including bulldozers, backhoes and loaders

### **WORKING ENVIRONMENT:**

Work is performed outdoors and is subject to variable and/or extreme weather conditions; exposure to traffic, cleaning solvents, gas and oil; lifting of up to 50 pounds is involved.

### **EMPLOYMENT STANDARDS:**

High School Diploma or G.E.D and four (4) years roadway maintenance and construction experience, including lead experience; or equivalent combination of education, training and experience. A valid Arizona Class A Commercial Driver's License; Traffic Control Certification; First Aid/CPR Certification. This position is subject to drug and alcohol testing according to Federal regulations and procedures.

### **KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

**Knowledge of:** Road construction and maintenance processes and methods; equipment and vehicles used in road construction/maintenance; roadway design standards and safety regulations; plans and drawings used for road construction; supervisory principles, practices and methods.

**Ability to:** Read and interpret road construction plans and drawings; monitor road projects for compliance with plans and specifications; operate road machinery, trucks, equipment and tools; develop and monitor traffic control plans; respond to, investigate and resolve roading issues; communicate effectively verbally and in writing; supervise, lead, and assign tasks.

**Skills in:** Organizing and coordinating road construction and maintenance projects, activities and work crews.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.