

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: FEBRUARY 3, 2016
CLOSING DATE: FEBRUARY 9, 2016

DEPARTMENT: Public Works Consolidated Roads **POSITION:** P.W. Roads Supervisor

LOCATION: Tonto Basin **JOB CODE:** 16-008

PLEASE USE CDL/DRIVER'S EMPLOYMENT APPLICATION

OPEN TO GILA COUNTY EMPLOYEES ONLY

ANNUAL SALARY: \$39,026.00-\$43,709.00 DOE

PURPOSE OF THE JOB

The purpose of this job is to provide a safe and accessible roadway system and to improve the County Maintained Roadway system. This position assesses, assigns resources to, and oversees execution of road maintenance tasks and road safety. This position also ensures all safety policies and procedures are followed.

SUPERVISORY RESPONSIBILITIES

This position occasionally assigns activities to other employees. Provides recommendations on scheduling work hours of employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none">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; plans and assigns jobs to road maintenance crew; supervises road maintenance crew; maintains daily log on employee work activity and work completed. May operate heavy and small engine equipment including bulldozers, backhoes and loaders.	30%
<ul style="list-style-type: none">Orders and/or collects materials and supplies.	20%
<ul style="list-style-type: none">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.	10%
<ul style="list-style-type: none">Trains personnel and documents progress involving trucks and equipment operation training.	10%
<ul style="list-style-type: none">Responds and assembles crew to respond to emergency situations such as, fire, floods and snow.	10%
<ul style="list-style-type: none">Maintains water and bladder sites all over the area for the purpose of fire suppression.	10%
<ul style="list-style-type: none">Responds to inquiries and issues from the public, utility companies and vendors; investigates and resolves issues accordingly.	10%
<ul style="list-style-type: none">Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position provides research support on project and team budgets.

PROJECT RESPONSIBILITIES

Provides project research on quality assurance projects and process improvement projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes and participates in meetings.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the public may occur as part of the work location.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (More than 25% but less than 40% in a year)

Continued on page 2.....

MINIMUM EDUCATION REQUIRED

High School Diploma or GED

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years roadway maintenance and construction experience, including lead experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

A valid Class A Commercial Driver's License with Tanker Endorsement. This position is subject to drug and alcohol testing.

KNOWLEDGE REQUIRED

Training, mathematics, excavation, grading and compaction, traffic control procedure. Road construction and maintenance processes and methods; equipment and vehicles used in road construction/maintenance; plans and drawings used for road construction; supervisory principles, practices and methods.

SKILLS REQUIRED

Delivering training, problem recognition, problem solving, developing alternative solutions, equipment selection, time management, routine maintenance, operating heavy equipment. Skills in organizing and coordinating road construction and maintenance projects, activities and work crews.

ABILITIES REQUIRED

Read and write minimum High School level, perform mathematical operations, speak clearly and sensibly, maintain calm demeanor in stressful situations and follow orders.

PHYSICAL DEMANDS

- Occasionally sits to complete reports, to operate computers and to operate special equipment.
- May be required to lift work related materials, equipment and tools up to 50 lbs.
- Occasionally requires dexterity for keyboard operation and special machines.
- Incumbents in this position may be required to occasionally walk to and from work sites and bend to complete construction related tasks.

WORK ENVIRONMENT

Incumbents in this position occasionally spends time in office environment; routinely spends time in and around outside construction areas and routinely spends time in automobile.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to telephone verbal abuse by customers or citizens, emotional individuals; mechanical hazards; bloodborne pathogens; respiratory hazards; extreme temperature; noise and vibration; wetness and humidity.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. This position constantly requires safety foot wear, hearing protection devices, eye protection devices and hard hat.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

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.