

ROAD AND BRIDGE SERVICES SUPERVISOR

CODES/PAY RANGE

Class Code: 2315

EEO Code: E

Pay Range: 214

MAJOR FUNCTION

Skilled supervisory work in planning, organizing, and supervising county wide services in maintenance, repair and improvement of Volusia County's roads and bridges; or overall project management for the Road & Bridge Service Group.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Maintenance

Estimates cost of projects.

Writes St. John's Water Management District permits, and ensures compliance.

Checks to ensure adequate right-of-way. Coordinates the relocation of utilities.

Performs field-design construction of paved roads and drainage. Performs field inspections of projects underway.

Devises alternative methods to cut costs. Collects information for long range schedules. Prepares master schedule for fiscal year.

Assists Director in preparing fleet budget. Coordinates with Purchasing Services on the writing of specifications for purchase and rental of equipment.

Serves as a member of the County Auction team.

Periodically inspects equipment for safety and maintenance defects. Coordinates and schedules equipment repair with Vehicle Maintenance.

Counsels and trains foremen and employees in schedule utilization, work and safety methods.

Substitutes for the Director in his absence.

Project Management

Manages road and bridge projects using state of the art computer software.

Studies service group operational methods in order to improve workflow and develop basic work standards. Defines work methods, practices and procedures to be followed by service group staff.

Standardizes and consolidates resources as necessary for cost reductions. Defines projects, assigns resources and schedules; monitors progress of work and compares with baseline schedules. Forecasts long and short term resource requirements, quantities and cost.

Assists with supervision and training of personnel. Assists with preparation of performance based budget, measures performance against adopted budget.

Prepares reports as required including financial and project areas.

Both Positions

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the methods, practices, procedures, equipment and materials applicable to the construction, maintenance, and repair of the streets and other related work performed by the
Road & Bridge Services.

Ability to plan and supervise the work of foremen, equipment, operators, skilled and unskilled laborers in public works construction and maintenance activities. Ability to tactfully and effectively deal with the public, employees, and other County personnel.

Knowledge of project management. Knowledge of applicable automated programs.
Knowledge of performance based budgeting.

Ability to study processes and make recommendations to improve same. Ability to develop policies and procedures to implement new processes. Ability to develop work standards. Ability to define work methods.

Ability to define and schedule projects and assign resources.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Business Administration, Public Administration, Civil Engineering, Industrial Engineering, or closely related field and three (3) years progressively responsible experience in project management, work flow analysis, or similar work; or

Graduation from high school or possession of a GED and seven (7) years increasingly responsible experience in road and bridge construction and maintenance, five (5) years of which should have been at the level of a foreman or supervisor.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Mental Demands: Ability to read and comprehend technical journals, mechanical drawings and layout, manuals, and legal documents. Ability to perform shop math. Ability to analyze data and formulate a conclusion. Ability to write memos, reports, and summaries.

Physical Demands: Sedentary work. Ability to see, talk, reach, pull, hear. Ability to traverse uneven terrain.

Environmental Demands: Both inside and outside work. Some exposure to noise, fumes, poor ventilation, and dust.

Revised 1/97