



UMATILLA COUNTY
POSITION DESCRIPTION



Department: *Public Works*
Position Title: *Operational Supervisor*

Employee Name: _____

Effective Date: _____

Job Series: _____ **Salary Range:** 30
Union Covered: No **BOLI Exempt:** Yes

GENERAL DESCRIPTION OF POSITION

This position will collaborate with the PW Director and Assistant PW Director to prioritize annual maintenance, capital improvement, equipment inventory, and project schedules to obtain maximum production while maintaining high standards of quality. Based on project schedules responsible for assigning work crews, meeting County standards, within budget and on-time, while maintaining a safe work environment. This is a working Supervisor position which will be expected to fill in where needed to operate equipment or provide general labor. Responsible for equipment fleet management. Continuously reviews and evaluates the condition of the highway system; investigates problems and recommends corrective action.

SUPERVISORY RELATIONSHIPS

The Operational Supervisor shall function under the direct supervision of the Assistant Public Works Director. The Operational Supervisor will provide direct supervision to the Shop, Pendleton, Stanfield, and Milton-Freewater Foremen as well as the Pendleton area maintenance grader operators and Sign Division.

PRINCIPAL DUTIES OF POSITION - EE

- Develops an initial project strategy and schedule which includes all tasks and determines the best strategic approach to accomplish the goals, objectives, and scope of the proposed project with maximum efficiency.
- Obtain quotes from subcontractors and suppliers materials and resources to support maintenance and capital cost estimates.
- Works with professional consultants, contractors, and customers representatives to identify all tasks necessary to keep projects on schedule. Serves as the construction representative and lead on Public Works projects.
- Anticipate overlaps and gaps in costing and proactively pursue resolution.
- Provides status updates to the Director and Assistant Director of Public Works and recommends options necessary to keep the project on-time and within budget.
- This position will regularly come into contact for scheduling, coordinating and code compliance with: ODOT or other transportation entities; Supervisor/Managers; Contractors; City Personnel; Department of Environmental Quality; Local, Federal, Tribal, State Government Officials; Local and State Fire Marshals.
- Makes visual inspections of roads, bridges and related Public Works for necessary repairs

- and maintenance. Inspects possible hazardous conditions and takes corrective action.
- Keep abreast of safety laws and insures that work is being performed in a safe manner. This includes maintaining safe and clean work areas. Expected to make personal and public safety a priority.
 - Complete and maintain appropriate documentation associated with projects in a timely manner.
 - Examine and inspect work progress, equipment, and construction sites to verify safety and to ensure that specifications are met.
 - Must handle multiple projects simultaneously.
 - Reviews and directs the work of employees involved in road construction, maintenance and related duties. Completes yearly employee evaluations or more frequently if needed for direct reports. Provides input for performance evaluations to Foreman's for the staff they directly supervise. handles routine employee grievances and reviews requests for leave.
 - Coordinates on the job training for employees.
 - Responds to complaints or inquires from the general public and responds to emergency calls.
 - Inspects and recommends for approval utility permits and access request for County roads in the area.
 - Fleet Management requirements: Select, assign crews and equipment to jobs. Prepare recommendations for equipment acquisitions, oversee maintenance of equipment and operating costs.
 - Recommends and approves appropriate restrictions on transportation permits for oversized loads on state highways and construction speed orders for maintenance work zones.

OTHER DUTIES OF POSITION

On-call emergency response is 24 hours a day, 7 days per week and is required to respond to emergency. May be required to work nights or weekends during emergency conditions. May attend evening meetings or public hearings. Frequent exposure to potentially hostile, confused or frustrated individuals. May review and conduct investigations of crashes when liability is a potential issue and or safety improvements are needed.

REQUIREMENTS FOR POSITION

- High School diploma or GED and a minimum of four (4) years' experience in road maintenance and construction, including at least two (2) years in a supervisory capacity. Any combination of relevant education and experience may be considered.
- Thorough knowledge of highway engineering, road and bridge maintenance; methods, techniques and materials required for roadway, roadside, bridge and drainage construction and maintenance operations.
- Possess knowledge of drilling/blasting of rock quarries, the process of rock crushing and its proper application and specifications.
- Ability to operate and maintain all departmental equipment.
- Considerable knowledge of materials and equipment used in all types of road maintenance and construction.
- Ability to perform physical demanding work as necessary and routinely lift a minimum of 50 lbs.
- Experience and knowledge of asphalt and asphalt oils, their composition and applications

as it pertains to road maintenance.

- Ability to read and interpret project drawings and specifications; documents such as safety rules; operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence; to speak and communicate both orally and in writing to individuals and groups such as professional organizations, public entities, governing bodies, senior management, employees, clients and the public.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Excellent problem-solving skills.
- Must have a valid driver's license. Valid CDL required within 12 months of hire.
- Demonstrated ability to identify problems and implement solutions quickly in high pressure situations with professionalism.
- Skills in preparing written reports, evaluating facts in relation to laws, rules, regulations and policies.
- Use of Technology: Strong working knowledge of computer programs including but not limited to Excel, Word, Google, Adobe. Ability to adapt to new technologies; troubleshoot problems; and utilize technology to increase productivity and keep technical skills up to date as necessary for continued growth and success of the department.
- Must be a respectful member of the County team, which includes communicating and working effectively and appropriately with a variety of individuals or groups with diverse cultural beliefs, values, and behaviors.

SPECIAL QUALIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 50 pounds alone or more with assistance. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer including various programs associated with Google or Microsoft word processing, spread sheet and various data base applications. Various office machines, calculator, telephone, copy machine/scanner. Other equipment including pickup truck, loader's shovel rake, hammer, pry bar, chain saw, various measuring devices, etc. This is only a partial list of the potential tool/equipment used in the performance of the job.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job the employee will work regularly in both office and

outside environments. This includes all weather conditions at all times of the year. This variety should be expected and prepared for on a daily basis. The noise level in this job is usually quiet but can be loud when working around heavy equipment. Hearing protection and other safety items are supplied by the county.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date