

## **Road and Bridge Supervisor**

Blaine County has an opening in the Road and Bridge Department for a Road and Bridge Supervisor. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3<sup>rd</sup> floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at [www.blainecounty-mt.gov](http://www.blainecounty-mt.gov). All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office no later than **4:00 p.m. on September 25, 2020.**

Blaine County is an Equal Opportunity Employer.

**BLAINE COUNTY  
POSITION DESCRIPTION**

**POSITION:** Road and Bridge Supervisor

**DEPARTMENT:** Road and Bridge Department

**ACCOUNTABLE TO:** Blaine County Commissioners

**SUMMARY OF WORK:** Performs administrative duties and supervises the design, building and maintenance of county roads, streets, and bridges to provide safe roadways to the public, maintain GIS attributes and location of existing Public Works assets. Provides for signs and traffic controls. Oversees shop work. Is responsible for personnel, materials, budget, and equipment necessary to provide services and complete tasks.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs administrative and technical duties requiring ability to plan, coordinate, and supervise projects and personnel. Position requires some work outdoors in adverse weather conditions and extreme temperatures. Position is on-call for emergencies. Hazards of position include working with moving parts of heavy equipment, hazardous wastes, lifting heavy weights, digging near underground utilities, working in road traffic, dust, and with spring runoff conditions. Requires adherence to and training of personnel in safety measures. Position travels daily to meet job requirements, travels occasionally for meetings.

**Personal Contacts:** Daily contact with the public, road and bridge department employees. Frequent contact with contractors. Weekly contact with Commissioners to discuss work, concerns, and requests.

**Supervision Received:** Supervision from the Commissioners in the form of a yearly priority list with weekly meetings. Frequent contact by face to face, telephone and/or memos as needed.

**Supervision Exercised:** Daily supervision of road and bridge employees including, shop mechanic, operators, and part-time laborers.

**Essential Functions:** Position requires ability to communicate orally and in writing; supervise; plan; evaluate; use engineering equipment; coordinate; analyze; calculate; review and understand construction documents; lift and

maneuver tools and heavy parts to desired positions; travel to sites; maintain records; operate heavy equipment and trucks; operate hand and power tools; have good depth perception.

## **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE**

### **MAJOR RESPONSIBILITIES AND DUTIES:**

- Direct and coordinates equipment use for road construction and maintenance.
- Provides a safe working environment for fellow employees and safe road conditions for the traveling public.
- Provides for proper road signage and traffic controls.
- Estimates projected operating costs; prepares and submits the annual road and bridge budget; monitors budget to control spending; makes fiscal decisions with assistance from the Commissioners.
- Assists the Commissioners in developing and coordinating long and short-range planning of road and bridge construction and repair projects.
- Designs projects and evaluates to determine costs related to time, materials, staff, equipment, and budget.
- Checks for compliance with state and federal regulations.
- Evaluates projects to determine whether outside professional assistance is necessary to complete the project.
- Facilitates bidding process. Reviews contractors work for compliance. Determines potential impact on county liability for different scenarios.
- Coordinates work with utility companies, contractors, and other governmental agencies.
- Provides daily supervision of employees to provide good working relationships between the supervisor, employees, and the public.
- Reviews and approves timecards.
- Hires, supervises, and discharges assigned personnel.
- Determines staffing needs.
- Assists in the selection of road and bridge workers.
- Provides procedural orientation to new employees. Instructs staff in proper safety methods.
- Surveys daily condition of county roads, bridges, road utilities, traffic controls and public conveyances to assure proper maintenance and safety conditions. Issues road construction permits.
- Purchases and regulates the purchase of all supplies needed to operate road and bridge maintenance.
- Responds to questions and complaints from the public in a timely manner.
- Works with crew and operates heavy equipment as needed during storms or emergencies.
- May testify in court as an expert witness regarding road conditions, procedures,

and policy.

- Performs other related duties as required.

### **GEOGRAPHIC INFORMATION SYSTEM (GIS):**

- GIS maintenance which may include field collection of attributes and location of existing Public Works assets.
- GIS integration of spatial and tabular data maintained as hardcopy maps and files, spreadsheets, databases, and existing GIS data sets from internal and external sources.
- Update existing data sets to keep data current and maintain data integrity.

### **SAFETY:**

- Operate tools and equipment according to all safety procedures.
- Follow safety procedures on lifting, climbing and dismounting.
- Correct unsafe work conditions and discuss conditions as to what can be done to correct it with the Road and Bridge Supervisor.

**EDUCATION AND EXPERIENCE:** The above knowledge, skills and abilities are typically acquired through a combination of education and experiences equivalent to:

- Must have a High School Diploma or equivalent.
- Additional course work in computers, budgeting, bookkeeping, and accounting helpful.
- Minimum of 5 years of increasingly responsible experience in design and construction of roadways and in operating heavy equipment for maintenance and construction.
- Two (2) years supervisory experience preferred.
- Experience in repair and maintenance of equipment preferred.
- Must possess a valid state of Montana driver's license.
- **Must be able to pass substance abuse testing, both pre-employment and random.**
- **Must be able to obtain a commercial driver's license.**

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires advanced knowledge of roadway construction and heavy equipment used; considerable knowledge of hazards and safety practices, signing, and safety of work zone areas, right-of-way acquisition and encroachments; thorough knowledge of snow removal practices and procedures, equipment maintenance and repair; working knowledge of computers, budgeting, accounting principles, and State and Federal Disaster programs.

**Skills:** This position requires skills in road design and construction; skills in operating heavy equipment. Engineering skills in design, preconstruction, contract document, checking grades, elevation, signing, surfacing materials,

drainage, bridge design and construction and traffic control.

**Abilities:** This position requires the ability to: plan, supervise, and coordinate projects; work with pressure of deadlines; teach and enforce safety procedures; read and understand contract documents and blueprints; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

### **JOB PERFORMANCE STANDARDS:**

- Evaluation of this position will be based primarily upon performance of the preceding requirements and duties.

Examples of job performance criteria include, but not limited to, the following:

- Performs assigned duties.
- Effectively supervises road and bridge personnel.
- Competently evaluates projects for costs, materials, personnel, time, equipment, and compliance with state and federal laws and mandates.
- Competently prepares and monitors Road and Bridge Department budget.
- Accurately surveys the condition of county roads, bridges, and traffic controls to assure proper maintenance and safe conditions.
- Responds in a timely manner to requests.
- Knows, teaches, practices, and enforces safety procedures.
- Capably assists the Commissioners in developing and coordinating long and short-range planning of road and bridge construction and repair projects.
- Competently operates heavy road construction or snow removal equipment as needed.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.

### **WORKING CONDITIONS:**

- Moderate walking, standing, climbing, lifting heavy objects at times, carrying, stooping bending, kneeling, and reaching.
- Be able to lift a minimum of 75 pounds.
- Work in different weather conditions; hot and cold inside and outside, with bugs and in rain, snow, sleet, or the wind.
- Frequent exposure to exhaust fumes, welding fumes, gas, and diesel fumes.
- Be around moving vehicles and heavy machinery.

**Road and Bridge Supervisor**  
**Position Fact Sheet**

Work Week:	Monday-Thursday 7:00 a.m. to 5:30 p.m.,
Salary:	\$23.46 per hour; \$48,796.80 annually
Health Insurance:	Employee single rate insurance premium paid by the County. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 8.47% Contribution by County
Vacation Leave:	Employee earns 10 hours per month (eligible for use after 180 days of continuous employment)
Sick Leave:	Employee earns 8 hours per month (eligible for use after 90 days of continuous employment)
Probationary Period:	6 months