

# Town of Necedah Job Description

Job Title: Road Supervisor

Department: Road Maintenance

Reports to: Town Board

Date: May 2017

Under the general direction of the Town of Necedah Board, the Road Supervisor schedules and supervises highway and vehicle maintenance projects. Performs related duties including preparing and maintaining budgets, supervising employees, picking and performing projects, performing everyday maintenance of roads and vehicles, estimating quantities of material for projects, attending monthly meetings and giving reports, developing policies and procedures, etc.

## **Principal Duties and Responsibilities:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive, but this position shall perform and supervise all duties listed. Other duties may be required and assigned.

- Plans and schedules highway and vehicle maintenance/repair projects.
- Coordinates personnel, equipment, and materials for various projects on a daily basis.
- Coordinates construction projects with utility companies and digger's hotline for location and to assist in planning for the relocation of facilities, with contractors to provide necessary materials.
- Supervises and works directly along with Town employees to complete jobs.
- Monitors and evaluates highway conditions throughout winter storms. Calls in necessary crews and equipment to ensure safe roads for traveling public.
- Inspects highways for unsafe conditions, encroachments on highway right-of-way, proper signing, and drainage problems.
- Evaluates highway maintenance and repair needs and makes recommendations.
- Estimates quantities to be used on road projects including gravel, sealcoat, hot mix, Cold mix, etc.
- Inspects work performed in highway right-of-way. Performs routine inspections of projects in progress.
- Is available for emergencies and hazardous weather conditions.
- Maintains a sign inventory on the computer using the program simple signs.
- Participates in the development and implementation of departmental policies and procedures.
- Investigates accidents and injuries or damages.
- Maintains vehicle maintenance and winter storm log or reports.
- Prepares cost estimates and orders necessary materials.
- Attends construction informational meetings.
- Attends various continuing education seminars and courses.
- Prepares various reports as required by the Town Board and the State Department of Transportation

- Maintains regular and predictable attendance, works overtime/extra hours as required and on-call 24/7.
- Ability to coordinate with the Department of Natural Resources and the Army Corp of Engineers regarding the General Permit process for culvert replacements for the County and Townships.
- Ability to communicate effectively with Town Board, other Units of Government, foremen, sales representatives, Department of Transportation, Department of Natural Resources, material suppliers, contractors, and the general public verbally and in writing.
- Install fire numbers and assist with driveway permits.
- Maintains a log of culvert inspections and makes sure they are all inspected at least biannually.
- Is responsible for repairs and maintenance of all Town owned equipment and vehicles.
- Attends monthly Town Board meetings and gives reports.
- Is responsible for ordering, mixing and maintaining salt and sand supplies for Township use.
- Performs all other duties as assigned.
- All Health & Safety Rules & Plans are to be administered and followed.
- Must be able to resolve any unexpected problem in a timely manner.

**Job Specification:**

**Knowledge, Skills, and Abilities**

Experience in highway construction and maintenance; two years supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Valid Wisconsin Driver's License and CDL required.

**Physical Demands requested to meet the Essential Functions:**

- Standing, walking, sitting, stooping, kneeling and running.
- Climbing, using legs, feet and arms.
- Balancing.
- Bending and twisting.
- Reaching, feeling, talking and hearing.
- Far visions, 20 feet or further.
- Near visions, 20 inches or less.
- Lifting, carrying, and pushing/pulling more or and less than 100 lbs

**Environmental/Working Conditions required to meet the Essential Functions:**

- Inside and outside work environment.
- Cold-low and dramatic temperature changes.
- Heat-high and dramatic temperature changes
- Wet and/or humid conditions.
- Noise

- Vibrations
- Risk of injury from Mechanical or electrical equipment, chemicals, burns, explosives, radiant energy/radiation, heights and fast moving vehicle hazards.
- Fumes, mists, gases, odors-noxious, dust and poor ventilation atmospheric conditions.

**Equipment Used to Perform The Essential Functions:**

- Calculator, copy machine, computer, cell phone, GPS, FAX machine and radio equipment.
- Hammers, wrenches, screwdrivers, etc.
- Shovels and brooms
- Automobile
- Hearing and eye protection
- Must be able to proficiently operate backhoe, enloader, grader, dump truck, and mower tractor

**Probation:**

This position must serve a six month probationary period.

**Salary and Benefits:**

Wages and benefits are determined by the Town Board/current personnel policies.

**Background:**

This description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities and/or essential functions. The Town retains and reserves any and all rights to change modify, amend, add to or delete this position description.