**ROAD AND BRIDGE SUPERVISOR**

**POSITION DESCRIPTION**

**GENERAL DESCRIPTION**

Oversees the Road and Bridge Department and is responsible for keeping a safe driving thoroughfare within Moore County through the maintenance of all roads, structures, and rights-of-way. Supervises technical and clerical employees. The position requires responding to emergency situations on an as needed basis, interaction with governmental officials, private entities, and the general public. The position is primarily supervisory and administrative but there will be times the Supervisor will have to take on an operations function during emergencies or due to urgency of a project. The Supervisor inspects or arranges for inspection and testing by a professional engineer the construction of new roads in sub-divisions.

**ESSENTIAL FUNCTIONS**

Responsible for the operation and administration of the Road and Bridge Department.

Inspects work in progress, and work completion by department personnel to ensure work is being performed in a satisfactory, efficient, and timely manner.

Addresses questions, requests, comments, and concerns of the public.

Inspects road conditions to determine prioritization of road work projects.

Responsible for making sure all personnel are trained in proper methods, procedures, and safety rules related to their work.

Evaluates each employee’s job performance at least annually, or as needed if an employee’s performance at any time indicates need for improvement. Discusses the evaluation with the employee providing praise as warranted and identifying areas needing improvement as needed.

Recruits and/or hires according to budget constraints, needs of the department, and guidance from the Commissioner’s Court.

Approves leave/vacation requests according to established personnel policy.

Responsible for addressing violations of the rules and applies disciplinary action in accordance with the personnel policy.

Reports to the Commissioner’s Court and attends the Commissioner's Court meetings.

**ADDITIONAL DUTIES**

Schedules equipment, materials, and personnel for projects.

Prepares and submits a proposed department budget and works with the Commissioner’s Court in finalizing the budget.

Able to operate department equipment.

Responsible for adherence to maintenance program for all equipment.

Prepares hiring notices and interviews applicants for position openings.

Oversees the design and placement of culverts or other drainage devices to ensure these meet drainage requirements.

Prepares bid specifications for equipment and materials as needed by the Road and Bridge Department.

Performs other duties as assigned by the Commissioner’s Court.

**MINIMUM REQUIREMENTS**

Education and Experience

Graduation from high school or equivalent plus five (5) years of experience in road construction and maintenance. College education or vocational training in relevant subject areas may be substituted for experience on a year per year basis.

Possession of a Class A CDL is optimal.

Knowledge, Skills, Abilities

Ability to communicate and manage personnel effectively.

Knowledge of methods, procedures, equipment, and materials used in road construction and maintenance work.

Ability to prepare an annual budget and project equipment needs of the department in a five (5) year planning cycle.

Ability to schedule and coordinate labor, equipment, and materials for projects and daily maintenance work.

Oversees the preparing and maintenance of records, files, and reports. Prepares and updates a five (5) year plan for seal coating and other major projects.

Knowledge of incident management procedures.

Ability to work with the public using effective public relations skills.

Ability to maintain a safe working environment.

Knowledge of The Texas Manual of Uniform Traffic Control Devices (TMUTCD)

**PHYSICAL REQUIREMENTS**

The work of this position requires the physical ability to engage in activities requiring significant physical mobility and strength. The position requires working in the elements of high heat, extreme cold, during storms including winter blizzards, and high winds. There is a physical risk associated with working around equipment and hazardous substances and the position requires constant diligence to keep themself and other personnel safe.

**The above statements are not an all-inclusive statement of the duties, responsibilities, and skills that may be required for this position.**

**CONDITIONS OF EMPLOYMENT**

Operating a commercial vehicle with a CDL requires a drug test prior to employment and random drug testing after employment. A drug test is required for anyone operating a county vehicle prior to employment and at reasonable intervals thereafter.

Subject to being on call on holidays, weekends, and after hours on workdays for emergencies including but not limited to weather related events, traffic accidents, and wildfires.

Required to practice safety procedures and set an example for other personnel by using safety procedures, safety equipment, and wearing of personal protection equipment.

Required to maintain a regular work schedule which ensures supervisory and administrative work is timely and effective.

Moore County may check the driving history of any applicant for this position. A satisfactory driving record is required to operate a county vehicle, or a personal vehicle being used for county business.

All applicants 18-25 must be registered with the Selective Service System of the United States unless exempt.

A pre-employment physical exam may be required with Moore County paying for any required physical exam.

Moore County may procure or have prepared a criminal background report. An applicant with an unsatisfactory background report is ineligible for this position.

If hired, the employee must provide all required documents needed to establish identity and employment eligibility within three (3) business days.

**REMARKS**

Applicant Information

If requested, reasonable accommodations will be made for persons with disabilities for any parts of the employment process in accordance with the Americans with Disabilities Act, as amended (ADAAA).

The Texas Penal Code (Section 32.52) prohibits the use of fraudulent or substandard degrees.

Initial screening is based on the education and experience criteria as defined in the position posting. Selection for interview is based on applicant information explaining how they meet each area of competency as outlined in this document.

Official transcripts or other minimum requirement validations may be requested at the time of the conditional position employment offering.

**MOORE COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

The Commissioner’s Court may at any time evaluate the performance of the Supervisor based on this position description.

Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

County Judge Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Representing the Commissioners Court