

JOB TITLE: ROAD SUPERVISOR

SUPERVISOR: ASSISTANT COUNTY ENGINEER

Primary Purpose:

The Road Supervisor is responsible to perform the duties of the County Road & Bridge Department, with a focus on the management and utilization of the road workers and equipment, to maintain the county road and bridge systems, as well as township roads under contract with the County. Road Supervisor is responsible for supervising staff, organizing and monitoring work flow. Perform all duties assigned by the County Road & Bridge Superintendent or County Engineer.

Duties:

- Oversee day to day operations of road workers.
- Maintains staff by recruiting, selecting, orienting, and training employees; developing personal growth opportunities.
- Maintains work flow by monitoring steps of the process; setting processing variables; observing control points and equipment; monitoring personnel and resources.
- Manage workflow by assigning tasks to employees daily, ensuring that deadlines are met and work is completed correctly.
- Generate memos, emails and reports when appropriate.
- Provide assistance to road workers on proper operation and technique of county equipment.
- Oversee preventative maintenance of county equipment.
- Schedule all service maintenance with vendors.
- Order parts and filters.
- Responsible for safety of the staff and operations.
- Manage daily schedule and track the progress
- Maintain timekeeping and approve work hours.
- Helping to resolve employee issues and disputes.
- Creating and managing team schedules and reporting to management.
- Receive and track employee and customer complaints, and resolve problems.
- Manage shop work, parts, and tools.
- Manage road projects being performed by road workers and foreman.
- Check county roads and take the necessary actions to address any deficiencies or problems.
- Check blade routes and adjust frequency of maintenance to offset traffic usage.
- Perform evaluations of road workers and identify areas for improvement including additional training.
- Attend meetings, trainings and/or conventions as directed and authorized by the supervisor.
- Keep supervisors informed of any challenging personnel, equipment, and road related issues where current or future problems may arise.
- The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the supervisor.

Qualifications:

• 18 years of age or older.

- High school graduation and at least 5 years of experience in the construction and maintenance of roads and in the operation of heavy equipment.
- Must have strong management experience.
- Must have strong communication skills.
- A valid non-restricted North Dakota Class A Commercial's Driver's License (CDL), with no airbrake restriction, considered to be in good standing by the ND Department of Transportation.
- Must not have a criminal driver's record on abstract for the past five (5) years.
- Must pass pre-employment drug and/or alcohol testing if offered position.
- Must have a working knowledge of road maintenance and techniques.
- Must be able to perform manual labor, lift more than 75 lbs., and work in all weather conditions.
- Must be able to stand and walk on varying surfaces for extended periods of time.
- Must be willing to learn construction skills on-site.
- Must be able speak, write, communicate and understand English.
- Must be able to complete work on time and on budget with minimal supervision.
- Must be able to read blue prints and construction documents.
- Must have experience in customer service and conflict resolution.
- Ability to relate and work effectively with county employees, department heads, and general public.
- Must have computer skills.

Mountrail County is an equal opportunity employer.

MOUNTRAIL COUNTY, ND

EQUAL EMPLOYMENT OPPORTUNITY FORM

We invite you to complete the enclosed Equal Employment Opportunity form and return it to our Title VI Coordinator in the enclosed envelope.

This information is kept separate from your application and is used for statistical purposes only.

Submission of this information is completely voluntary and will be kept confidential.

Nichole Degenstein

Mountrail County Title VI Coordinator

Enclosures

EQUAL EMPLOYMENT OPPORTUNITY

Mountrail County (2-2012)

Mountrail County is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the County invites you to voluntarily self-identify your race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatments. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to the summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

This form <u>will not</u> be part of your application file or included in the documentation provided to the selecting official.

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APPLICATION FOR EMPLOYMENT

ROAD SUPERVISOR (PLAZA & NEW TOWN)

Thank you for your interest in employment with Mountrail County! Mountrail County is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, national origin, age, sex, political beliefs, disability, or status with respect to marriage or public assistance and complies with the provisions of the North Dakota Human Rights Act.

Applications will be accepted until position is filled at the Office of the Mountrail County Human Resources, PO Box 69, Stanley ND 58784-0069.

GENERAL INFORMATION										
FULL NAME										
MAILING ADDRESS	CITY/CT ATE/ZID									
MAILING ADDRESS	CITY/STATE/ZIP									
PHONE #	EMAIL ADDRESS									
Can you provide proof, <i>if hired,</i> that you are eligible ☐ No ☐ Yes to work in the United States?										
On what date would you be available to work?										
EDUCATION / TRAINING										
Are you at least 18 years of age or older?	□ Yes □ No									
Did you graduate from High School or receive a GED (
Do you have a current CDL? Class? ☐ Yes ☐ No Class:										
Driver's License #	State:									
Other Education/Training										
QUALIFICATIONS										
EMPLOYMENT / PRO	FESSIONAL REFERENCES									
Please list as references, three people that have know NAME ADDRESS (City/St	ledge of you and your qualifications. No relatives please. ate/Zip) PHONE # (Work/Cell)									
ADDRESS (City/St	PHONE # (WORK/Cell)									
You must be a United States resident and have served received the armed forces expeditionary or other camp	S PREFERENCE In the active military forces during a period of war or paign service medal during an emergency condition, and le conditions. See North Dakota Century Code 37-19.1.									
Are you claiming Veteran's Preference under Section 3	37-19.1 of the NDCC? ☐ Yes: attach DD-214 & Report of Separation									

EMPLOVA	MENT EXPERIENCE							
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Attach a separate sheet of paper for any additional en	PHONE #							
NAME OF MOST CORRENT EMPLOTER	PHONE #							
JOB TITLE	LENGTH OF EMPLOYMENT							
DUTIES & RESPONSIBILITIES								
REASON FOR LEAVING OR CONSIDERING LEAVING CURRENT EMPLOYMENT								
NAME OF EMPLOYER	PHONE #							
JOB TITLE	LENGTH OF EMPLOYMENT							
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I certify that my answers are true and complete to the best of my knowledge and that I am at least 18 years of age. I certify that								
I have not had a criminal driver's record on abstract for the past five (5) years. I authorize Mountrail County to perform a pre-								
employment background check. I acknowledge I must pas	employment background check. I acknowledge I must pass a pre-employment drug and/or alcohol testing if offered a position in							
accordance to Mountrail County's "Drug & Alcohol Use & Testing Policy". If this application leads to employment, I understand								

that false or misleading information in my application or interview may result in my release.

Signature of Applicant

Date