



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

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/STATE/ZIP
PHONE #	EMAIL ADDRESS
Can you provide proof, <i>if hired</i> , that you are eligible to work in the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes	
On what date would you be available to work?	

EDUCATION / TRAINING	
Are you at least 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you graduate from High School or receive a GED Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a current CDL? Class? <input type="checkbox"/> Yes <input type="checkbox"/> No	Class:
Driver's License #	State:
Other Education/Training	

QUALIFICATIONS

EMPLOYMENT / PROFESSIONAL REFERENCES		
Please list as references, three people that have knowledge of you and your qualifications. No relatives please.		
NAME	ADDRESS (City/State/Zip)	PHONE # (Work/Cell)

VETERAN'S PREFERENCE
You must be a United States resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition, and must have been released under other than dishonorable conditions. See North Dakota Century Code 37-19.1.
Are you claiming Veteran's Preference under Section 37-19.1 of the NDCC? <input type="checkbox"/> No <input type="checkbox"/> Yes; <i>attach DD-214 & Report of Separation</i>

EMPLOYMENT EXPERIENCE

Attach a separate sheet of paper for any additional employment history.

NAME OF MOST CURRENT EMPLOYER	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
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING EMPLOYMENT	

NAME OF EMPLOYER	PHONE #
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING	

NAME OF EMPLOYER	PHONE #
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING EMPLOYMENT	

DISCLAIMER

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 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