

BANNOCK COUNTY
CLASS SPECIFICATION

ASSISTANT FIELD SUPERVISOR

Department: Road and Bridge
FLSA Designation: Non-Exempt

Pay Grade: 12
Effective Date: 10/04, 8/09

General Statement of Duties

Serves as a lead worker to supervise and perform skilled maintenance and service work on County roads and rights-of-ways; performs related work as required.

Classification Summary

The primary function of an employee in this class is to supervise and perform skilled maintenance work on County roads, bridges and rights-of-ways. The Assistant Field Supervisor has demonstrated knowledge and proficiency in all aspects of road maintenance and light and heavy equipment operations and may be called upon to perform in any area. The work is performed under the direct supervision of the Field Supervisor with wide latitude for independent judgment following department policies and procedures. Supervision is exercised over subordinate classes. The principal duties of this class are performed in an outdoor environment and may include working in adverse weather conditions and hazards involving the use of power tools and heavy equipment.

Essential Duties and Responsibilities (will vary by assignment)

- Assists in scheduling, supervises, and performs scheduled and assigned maintenance, repair, and service work on County roads, bridges, rights-of-ways, medians, and structures;
- Operates a variety of vehicles and heavy equipment, including but not limited to, grader, bulldozer, crane, front end loader and attachments, backhoe, water tanker, roller, dump truck, boom truck, asphalt patching truck, chip spreader, equipment hauler, snow removal vehicles, and related equipment;
- Operates a variety of hand tools and power tools, including but not limited to, sledges, hammers, picks, air compressors, welders, chainsaws, chippers, groundskeeping equipment, mixing mills, air hammers, jacks, and related equipment;
- Operates two-way radio communication equipment to maintain contact in the field;
- Erects, maintains, and repairs fences, guard rails, and traffic signs;
- Removes debris and other safety hazards from roads, culverts, storm drains, and adjacent public areas;
- Places erosion and sediment control devices;
- Places work zone traffic control devices and performs flagging duties;
- Performs routine and preventive maintenance on vehicles and equipment and maintains service and maintenance records;
- Refuels vehicles and equipment;

- Supervises, trains, and evaluates employees;
- Ensures Department policies and procedures are implemented;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- On call after regular hours to respond to emergency situations and snow removal;
- Performs survey, staking, and basic engineering work on some projects;
- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Employee supervision, training, and evaluation methods and techniques;
- Methods, materials, procedures, and standard practices of road, bridge, and right-of-way maintenance, vegetation control and removal, and related duties;
- Methods, materials, procedures, and standard practices of road, bridge, and right-of-way construction and repair, including concrete and asphalt repair, removal, and replacement;
- Methods, materials, procedures, and standard practices of snow removal, sanding, and de-icing;
- Heavy and construction equipment operation and maintenance;
- Equipment and tool operation and maintenance practices;
- Welding and metal fabrication;
- Methods, tools, procedures, and standard practices of surveying, staking, and basic engineering of road projects;
- Federal (OSHA) regulations and County policies regarding safe work practices relating to use of heavy equipment, power tools, and trench and confined workplace safety.

Ability to:

- Follow written and oral instructions;
- Supervise, train, and evaluate employees;
- Operate heavy and power equipment, including but not limited to, groundskeeping equipment, dump trucks, graders, loaders, dump trucks, rollers, snow plowing and sanding, and related equipment as required;
- Perform concrete and asphalt repair and replacement;
- Operate hand tools;
- Operate a motor vehicle, including heavy equipment;
- Operate two-way radio communication equipment;
- Read and comprehend road, bridge, and construction blueprints and diagrams;
- Perform survey, staking, and basic engineering of road maintenance and construction projects;
- Communicate effectively with the public and other employees, occasionally in stressful conditions;
- Establish and maintain effective working relationships with fellow employees,

supervisors, County administrators, vendors, contractors, other state and federal agencies, and the public.

Acceptable Experience and Training

- High school diploma or GED equivalency is required; and
- Four (4) years experience in street or utility system construction and maintenance, or a related field, with emphasis on operating heavy equipment is required and supervisory experience is preferred;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho Class A CDL drivers license with tanker and trailer endorsements is required;
- Forklift certification is required;
- Flagger/traffic control certification is preferred;
- First Aid/CPR certification is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and alarm and warning systems, including backup alarms, and communicate effectively with other employees and the public;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, work orders, and engineering blueprints and diagrams;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate motor vehicles, including heavy equipment, and operate a variety of power and hand tools and to make adjustments to equipment;
- Sufficient strength to lift and carry objects up to 75 pounds;
- Sufficient personal mobility, stamina, flexibility, and balance to perform maintenance and repair operations that require bending, stooping, kneeling, stretching, and other physical exertions in an outdoor environment, including extremes of heat and cold.