

# **BANNOCK COUNTY** **CLASS SPECIFICATION**

## **ASSISTANT ROAD AND BRIDGE SUPERINTENDENT**

Department: Road and Bridge  
FLSA Designation: Exempt

Pay Grade: 15  
Effective Date: 10/04, 8/09

### **Purpose of Class**

Assists in supervising the operations of the Road and Bridge, Noxious Weed, Mosquito, and Solid Waste departments; performs related work as required.

### **Primary Function**

The primary function of an employee in this class is to assist in supervising the operations and employees of the County Road and Bridge, Noxious Weed, Mosquito, and Solid Waste departments. The work is performed under the direct supervision of the Road and Bridge Superintendent and the position supervises subordinate classes. The principal duties of this class are performed in an office and field environment and may include working in adverse weather conditions and hazards involving the use of heavy equipment and power tools.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Directs daily field operations of Road and Bridge, Noxious Weed, Mosquito, and Solid Waste departments, including employees;
- Assists in supervising and scheduling road and bridge maintenance and construction projects, snow removal and de-icing operations;
- Assists in supervising County landfill operations;
- Ensures equipment, supplies, and a sufficient work crew is available at assigned job sites;
- Inspects road and bridge maintenance and construction projects for completion and compliance with specifications and standards;
- Inspects County roads, bridges, street signs, and related structures to determine condition and maintenance requirements;
- Assists in development and implementation of department budgets;
- Assists in administration of employee supervisory, training, hiring, and disciplinary actions;
- Assists in purchasing new equipment, including bid specifications;
- Administers employee training and safety programs;
- Inspects roads, bridges, rights-of-way, and related County property to determine conditions and maintenance required;
- Responds to and resolves public complaints, inquiries, information requests, and suggestions;
- Coordinates County emergency response and disaster preparedness programs;
- 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;
- Performs the duties of the Road and Bridge Superintendent in that employee's absence;
- Performs the duties of subordinate employees, as needed;
- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- Methods, materials, procedures, and standard practices of road, bridge, and right-of-way maintenance and construction, 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;
- Methods, materials, procedures, and standard practices of weed control;
- Methods, materials, procedures, and standard practices of mosquito control;
- Methods, materials, procedures, and standard practices of solid waste disposal and landfill operations, including regulatory compliance and permitting processes;
- Heavy and construction equipment operation and maintenance;
- Equipment and tool operation and maintenance practices;
- Employee supervision and training methods;
- Operation of standard and specialized office equipment;
- Operation of a personal computer and job-related software;
- 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:

- Assist in the administration of the operations of a County department responsible for road and bridge maintenance and construction, noxious weed control, mosquito control, and solid waste disposal and landfill operations;
- Assist in the implement and administration of an annual budget;
- Supervise, hire, train, evaluate, and discipline employees;
- Operate a motor vehicle;
- Operate two-way radio communication equipment;
- Operate a variety of standard and specialized office equipment;
- Operate a personal computer including software applications appropriate to assigned duties;
- Maintain maintenance, repair, work assignment, and related records, documents, and logs;
- Read and comprehend road, bridge, and construction blueprints and diagrams;
- Prepare and present oral and written reports;
- Compile pertinent data and prepare clear, concise, and accurate reports;
- Understand and follow oral and/or written policies, procedures and instructions;
- Communicate effectively, both orally and in writing;

- Establish and maintain effective working relationships with supervisors, subordinate employees, other County employees, local elected and appointed officials, the public, vendors, contractors, and other County and state agencies;
- Respond to citizen requests in a courteous and effective manner;
- Communicate effectively with the public and other employees, occasionally in stressful conditions;
- Make sound and reasonable decisions in accordance with laws, codes, regulations, and established procedures;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required and advanced technical training in engineering, construction management, or a related field is preferred; and
- Five (5) years experience in road construction, maintenance, or a related field, is required and supervisory experience is preferred; or
- 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;

### **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 a motor vehicle and operate standard office equipment and a personal computer;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office environment and perform field inspections.